

INDIAN RIVER SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

School: _____ Date Submitted: _____

Group Participating: _____

Date of Trip: _____ Day _____ Overnight* _____ Sunday* _____

*Requires Board of Education Approval

Departure Time: _____ Return Time to School: _____

Itemized Cost per Student: \$ _____ (\$ _____ \$ _____ \$ _____)

	Meals	Breakfast	Lunch	Dinner
\$ _____	\$ _____	\$ _____	Total Cost Per Student: \$ _____	
Fee	Miscellaneous	Transportation		

of Students _____ # of Chaperones _____ Total # of Passengers _____ Funding Source _____
(minimum 1:10)

Teacher in Charge: _____ Adaptive Seating/Wheelchairs: Yes No

Attach Parent Permission Slip and Additional Pertinent Information

Places to be Visited: _____

Purpose: _____

Standards/Indicators: _____

APPROVED BY:

Principal	Yes	No	Superintendent	Yes	No
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Cafeteria Manager: Yes _____ Cafeteria Manager (Signature Required)

School Nurse: Yes _____ School Nurse (Signature Required)

Be Sure To Complete and Attach the "Field Trip Transportation Request Form" in addition to this document. Please **scan and email** original copy to Jennifer Troublefield at IREC. After Superintendent's approval, form will be forwarded to the Transportation Office for transportation arrangements.

Payment Coding

(Final cost will be sent to the transportation office with the email confirming the trip has been completed)

Code:	Total: \$	Bud Ref:	Dept: 953600	Op Unit:	Appr:	Acct:	Prog:	Sch Loc Code:	Fund:
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Indian River School District
Field Trip Permission/Release Form & Student Emergency Data Information

The below requested information must be completed by the Parent/Guardian & returned to school.

Yes, _____, has my permission to go on the field trip to _____ on _____ (student name). I understand that he/she will be under school supervision at all times.

No, _____, may not go on the field trip to _____ on _____ (student name). **Departure Time: _____ Return Time: _____ Cost: _____**

This permission is given with my understanding that my child must adhere to all District and school policies throughout the time of the field trip. I also understand the procedures for a field trip delay or closing of school, and that each student is responsible for all personal property taken on this field trip (lost/damaged/stolen).

Student Date of Birth: _____ Preferred Phone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Mother/Guardian's Name: _____

Father/Guardian's Name: _____

Place of Employment: _____

Mother/Guardian: _____ Phone: _____

Father/Guardian: _____ Phone: _____

Insurance Co.: Name: _____

Policy #: _____ Phone: _____

Indicate Any Medical Problems of Student:

Indicate any Medication Currently Taking or Prescribed (if any):

Indicate any Allergies (food, medicine, environmental):

If Parent/Guardian cannot be reached, call:

Name: _____ Preferred Phone: _____

All of the above information is required of every student attending a school sponsored field trip and must accompany each student.

Parent/Guardian Signature: _____ Date: _____

****Please note if you are asked to chaperone, you must provide a valid photo ID.**

Distrito Escolar Indian River

Permiso para una Excursión/Formulario de Salida & Información de los Datos de Emergencia del Estudiante

La información pedida abajo tiene que estar completada pro el Padre/Tutor.

Sí, _____, tiene mi permiso para ir en la excursión a _____ el
(nombre del estudiante)
_____, _____. Entiendo que él/ella siempre estará bajo la supervisión de la escuela.

No, _____, no puede ir en la excursión a _____ el
(nombre del estudiante)
_____, _____. **Hora de Salir** _____ **Hora de Regresar** _____ **Costo** _____

Se da este permiso con mi entendimiento que mi hijo/a tiene que cumplir con todas las políticas del distrito y de la escuela durante el tiempo de la excursión. También entiendo los procedimientos para un retraso de una excursión o el cierre de la escuela, y que cada estudiante es responsable para toda la propiedad personal llevada en esta excursión (perdida/dañada/rota).

Fecha de Nacimiento del Estudiante: _____ Teléfono Preferido: _____

Dirección de la Casa: _____

Ciudad: _____ Estado: _____ Zip: _____

Nombre de la Madre/Tutora: _____

Nombre del Padre/Tutor: _____

Lugar del Empleo:

Madre/Tutora: _____ Teléfono: _____

Padre/Tutor: _____ Teléfono: _____

Compañía de Seguro: Nombre: _____

Poliza #: _____ Teléfono: _____

Indique Cualquier Problema Médico del Estudiante:

Indique Cualquier Medicina Actualmente Tomando o Prescrita (si hay):

Indique Cualquier Alergia (comida, medicina, ambiental):

Si no se puede comunicarse con el padre/tutor, llame a:

Nombre: _____ Teléfono Preferido: _____

Toda la información arriba es mandataria de cada estudiante que asiste a una excursión patrocinada por una escuela y tiene que acompañar a cada estudiante.

Firma del Padre/Tutor: _____ Fecha: _____

****Anote por favor si se le pregunta que sea chaperón, tiene que entregar una ID válida con foto.**



Indian River School District Field Trip Transportation Request Form

Type of Transportation Requested

Transportation Office only arranges school buses

Type of Vehicle	Circle	Type of Vehicle	Circle
School Buses	Yes	Walking Trip	Yes
Charter Buses *	Yes	No Transportation	Yes
School Vans *	Yes		

Type of School Bus Requested

Please reference bid prices for each type of bus

Type of Bus	Elementary Capacity	Middle/High School Capacity	Circle Request
Standard Bus	72 passenger	48 passenger	Yes
Upgraded Bus	84 passenger	56 passenger	Yes
Lift Bus (wheelchair student)	60 passenger	48 passenger	Yes
Air Conditioning (Size #1)	72 passenger	48 passenger	Yes
Air Conditioning (Size #2)	84 passenger	56 passenger	Yes

Field-Trip Information

Date of Request:			
School Requesting Trip:			
Date of Trip:			
Teacher Contact for Trip:			
Number of Students:		Number of Chaperones:	
Number of Buses Requested:			
Field Trip Location:			
Street Address:			
Town:		State:	
		Zip Code:	
Departure:		Estimated Return Time:	
Pick Up Location:			

Acknowledgement of School Bus Rules

Field trip and activity transportation is an extension of regular school transportation. All district bus rules must be enforced while transporting students on field trips and sports activity excursions. The bus rules are enforced to keep students safe during transport. School employees who accompany students are required to enforce bus rules in conjunction with the bus driver. Bus drivers must ensure that the bus aisle and emergency exit are always clear.

- | | |
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| <ol style="list-style-type: none"> 1.) Obey the driver and/or attendant. 2.) Conduct on the bus is an extension of the classroom. 3.) Remain seated and facing forward at all times. 4.) No eating, drinking, or chewing gum on the bus. 5.) Keep your hands, feet, and belongings to yourself inside the bus and out of the aisle. | <ol style="list-style-type: none"> 6.) Be courteous and use acceptable language; no rude gestures or teasing is allowed. 7.) Do not be destructive. 8.) Keep the bus clean. 9.) Bus driver is authorized to assign seats. 10.) No smoking is permitted. |
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Important Field Trip Safety Rules

- 1.) Students are not permitted to take photos or use cell phone lighting during transportation. These lights reflect in the driver's mirror and can blind the driver.
- 2.) School staff and chaperones should remain seated while in transit unless dealing with student discipline issues. The driver is responsible for the safety of all passengers.

I hereby acknowledge I have reviewed and will enforce and communicate the bus rules to chaperones and students.

School Employee Signature: _____

Date: _____