

2025-2026 Silver Creek School Corporation

FIELD TRIP REQUEST FOR:

(Athletic/Band/Choir/Club Trip Request as well)

Type Name of School Above

ALL INFORMATION MUST BE COMPLETED BEFORE SUBMITTAL. Field Trip request(s) must be approved by building principal & date cleared with transportation (if using yellow buses) prior to submitting to Director of Curriculum. Any transportation questions: email kkahafer@scsc.school prior to submittal. Athletic Trips must be approved by Athletic Director prior to submittal. Once form is completed by building level-form will be submitted to

- *All daytime field trips must leave after 8:15AM & return no later than 2:00PM, 1:45PM W, due to school schedules.
- *Each School Bus must have one supervising adult on board during travel time, please plan accordingly.
- *Overnight trips must be pre-approved by the School Board, Director of Curriculum & Superintendent before final planning. In addition, overnight trips must be submitted by September board meeting for 1st semester trips & January for 2nd semester trips.

Out-of-State? YES NO

Overnight? YES NO

Date(s) of Trip:

DATE OF REQUEST:

Class/Grade/Club/Athletic Sport/Band/Choir:

Where are you going? (Name, address, City & State):

Teacher/Sponsor/Director/Coach:
(ADULT IN CHARGE)

Cell Phone #:

Number of Vehicles Requesting: SCHOOL BUS WHITE ACTIVITY BUS OTHER

TRIP TIMES: LEAVE TIME RETURN TIME TOTAL HOURS

IMPORTANT INFO: 30 MINUTES FOR PRE/POST CHECK WILL BE ADDED AUTOMATICALLY TO TOTAL HOURS. INCLEMENT WEATHER COULD CANCEL TRIP, IF TRIP IS NOT PROPERLY CANCELLED & DRIVER SHOWS FOR A NO TRIP-1.5 HOURS WILL BE PAID TO DRIVER AUTOMATICALLY FOR SHOW UP TIME.

SCHOOL INFORMATION: (SECTION MUST BE COMPLETELY FILLED OUT BEFORE SUBMITTAL)

TOTAL NUMBER OF STUDENTS ATTENDING: TOTAL NUMBER OF CHAPERONES ATTENDING:

ENTRY FEE FOR EVENT: COST OF DINING: ESTIMATED BUS COST:

OTHER COSTS: ESTIMATED STUDENT COST: **TOTAL TRIP COST:**

HOW WILL TRIP BE PAID FOR?
(i.e. Grant, PTO, student pay, Athletic/Band/Club funds)

DESCRIPTION OF TRIP ACTIVITY:
(Include goals & objectives of the trip)

X in box to verify activity is a part of goals/objectives of an approved course or curriculum if field trip. YES

SUBMITTED BY:
(NAME-CLEAR SIGNATURE)

PRINCIPAL:
(SIGNATURE)

DIRECTOR OF CURRICULUM/SUPERINTENDENT
(SIGNATURE)

APPROVED: YES NO

DATE OF APPROVAL:

Transportation Information

School:

Date of Trip:

Who is being transported:
(i.e. team/grade level/club/band)

Pick up Location:

COACH/DIRECTOR/SPONSER/TEACHER SIGNATURE:
(Sign upon trip completion)

TRIP TIME SHEET AND DRIVER INFORMATION BELOW

DRIVERS: FILL OUT INFORMATION BELOW WITH YOUR EXACT MILEAGE & TIMES- DO NOT ROUND UP ON TIME- THE TRANSPORTATION OFFICE WILL CONFIGURE TIMES AND SUBMIT ON ELECTRONIC FILE TO PAYROLL, TIME COULD BE VIDEO VERIFIED, A 30 MINUTE PRE/POST TRIP-WILL BE ADDED AUTOMATICALLY, SO DO NOT INCLUDE THAT IN YOUR TIME THAT YOU TRACK DURING THE TRIP.

BEGINNING BUS MILEAGE:	<input type="text"/>	ENDING BUS MILEAGE:	<input type="text"/>
START LEAVE TIME:	<input type="text"/>	ARRIVAL TIME:	<input type="text"/>
AFTER EVENT LEAVE TIME:	<input type="text"/>	IF 2ND LOCATION TIME:	<input type="text"/>
2ND LEAVE TIME:	<input type="text"/>	RETURN TO SCHOOL TIME:	<input type="text"/>

Assigned Driver(s):

1. DRIVER NAME	<input type="text"/>	DRIVER SIGNATURE:	<input type="text"/>
2. DRIVER NAME:	<input type="text"/>	DRIVER SIGNATURE:	<input type="text"/>
3. DRIVER NAME:	<input type="text"/>	DRIVER SIGNATURE:	<input type="text"/>
4. DRIVER NAME:	<input type="text"/>	DRIVER SIGNATURE:	<input type="text"/>
5. DRIVER NAME:	<input type="text"/>	DRIVER SIGNATURE:	<input type="text"/>
6. DRIVER NAME:	<input type="text"/>	DRIVER SIGNATURE:	<input type="text"/>

FOR OFFICE USE ONLY:

Final Approval by Transportation Office:
(SIGNATURE)

Per Driver:

Total Trip Details If More Than One Driver:

_____ DRIVE TIME

_____ LAYOVER TIME

_____ + 30 PRE/POST TRIP

_____ TOTAL

_____ COMPLETED BY INITIALS

_____ DRIVE TIME

_____ LAYOVER TIME

_____ TOTAL

_____ COMPLETED BY INITIALS