

FIELD TRIP AUTHORIZATION RENTAL VAN / PRIVATE CAR / WALKING

- INSTRUCTIONS:**
1. Complete Section 1.
 2. Complete remaining sections that apply, as instructed under Mode of Transportation.
 3. Refer to "Field Trip Processing Cut-Off Dates" for field trip submission deadlines.
 4. Return completed form to the school secretary assigned to processing field trip requests.

SECTION 1

School _____ Name of Student Group _____ Number of Students Involved _____

Departure DATE _____ Departure TIME _____ Return DATE _____ Return TIME _____

Destination _____ Purpose of Trip _____

Will a Substitute Teacher be Needed? Yes No If Yes, for what period(s) _____

Parent Permission Forms will be Completed and On File at School? Yes (Required for ALL Field Trips)

Field Trip Checklist is Attached? Yes (Required for ALL Field Trips)

WHAT MODE OF TRANSPORTATION WILL YOU BE USING? Check one of the following:

Walking

Other, please specify:

THE FOLLOWING MODES OF TRANSPORTATION ARE ONLY TO BE USED FOR TRIPS INVOLVING NINE (9) OR LESS STUDENTS

Private Vehicles – MUST ALSO COMPLETE SECTION 4

Rental Van – MUST ALSO COMPLETE SECTION 2 and 4

Submit Van Notification Form to Support Services Dept.

IS THIS FIELD TRIP EXTRA-CURRICULAR? Yes No

NAME OF TEACHER REQUESTING TRIP (Please Print) _____ Date: _____

PRINCIPAL'S SIGNATURE _____ Date: _____

SECTION 2 – RENTAL VAN

Name of Person **Picking Up** Van _____ Name of Person to Contact for Questions _____

If other than above, who will be driving? _____ How many vans will you be using? _____

Have Van(s) been Reserved? Yes No (USE BUDGET RENTAL) If yes, Budget's Reservation Number _____

When will the Van(s) be picked up? DAY OF TRIP at (Time) _____ **OR** DAY BEFORE at (Time) _____

BUDGET CODE _____

SECTION 3 – DISTRICT VEHICLES (Motor Pool) - NO LONGER AVAILABLE

The District Motor Pool has been disbanded. Vans are now being used to transport students to comply with the state's "McKinney-Vento Homeless Assistance Act".

SECTION 4 – DRIVER DOCUMENTATION

Volunteer Driving: Volunteer Driver Checklist (Form 8131F) is on file at school? Yes (REQUIRED)

Teacher Driving: Assurance Statement for Employees (Form 8132F) is on file at school? Yes (REQUIRED)

ADMINISTRATION OFFICE YES, Request is Approved NO, Request is **NOT** Approved

DISTRICT ADMINISTRATOR SIGNATURE: _____ **Date:** _____

A COPY OF THIS FORM WILL BE SENT TO NOTIFY SCHOOL OF APPROVAL OR DENIAL