

CHARTER BUS TRIP AUTHORIZATION FORM

Complete Form Front and back and Return to Student Services 45 days Prior to Departure Date

RSD Form 2320 F3C

- INSTRUCTIONS**
1. Complete Charter Bus Trip Authorization Form Front and Back, Golden Rod Card Stock ONLY
 2. Send to Student Services 45 days Prior to Departure for Approval

School _____ Pick Up Point/Departure Location _____

Departure DATE _____ Load TIME _____ Departure TIME _____

Return DATE _____ Return Load TIME _____ Back to School TIME _____

**Allow 15 minutes prior to departure time to load / board the bus.
Back to School time is when the bus pulls into school parking lot to unload.**

Name of Student Group _____ Number of Students/Adults _____ / _____

Destination _____ Purpose of Trip _____

Special Instructions (i.e., wheel chair, etc.) _____

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

Permission Forms Will Be Completed/On File at the School? Yes Required for ALL Field Trips

Is the Field Trip Checklist Attached? Yes Required for ALL Field Trips

Final Itinerary Due (if not attached): **TWO WEEKS PRIOR TO DEPARTURE**

Charter Justification Form on Reverse Completed? (See INSTRUCTIONS Step 1 & 2) Yes

IS THIS FIELD TRIP EXTRA-CURRICULAR? Yes No

Funding Source: ASB Booster Club School District

REQUIRED TO PROCESS BUDGET CODE _____

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

PRINCIPAL'S SIGNATURE _____ Date: _____

ADMINISTRATION OFFICE Yes, Request is Approved No, Request is **NOT** Approved

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

TRANSPORTATION OFFICE

Date received from Student Services _____ Person who received request _____

Date of Trip _____ Charter Co Assigned _____ Date sent to Charter Co _____

Confirmation Number from Charter Company _____

Date sent to Union for approval _____ Date of approval/denial _____ Trans Assigned Number _____

PG Number _____ Date PG requested _____ Confirmed cost of trip _____ Final cost of trip _____

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

Justification Form for a Charter

Name of Student Group: _____

Trip Destination: _____ Date(s): _____

Reason/Type of Trip: _____

Staff Point of Contact w/Contact Phone number: _____

While it is recognized that transporting students is the work of the district bus drivers and the administration continues to support the use of district buses and RSD Bus Drivers for extra trips, it has been agreed that there are times when it may be appropriate to use alternative modes of transportation for extra-curricular trips instead of using district drivers and buses. The agreed upon criteria for this deviation from normal practice is outlined below. Please note the applicable criteria and provide all of the relevant supporting detail to substantiate this request.

- No RSD buses or drivers are available to transport students for the requested trip.
 - This criterion is reserved for the Director of Transportation and must be justified in detail based upon fleet and driver availability.
- When no District Funds are being used for the trip and either the destination is over 175 miles (and Silverwood) out of District or the trip includes an overnight stay.
 - The trip must be solely funded by ASB fundraiser, Booster funds, donations and/or parent/student fees in addition to one of the following:
 - Trip is over 175 Miles out of District (excluding Silverwood)
 - Trip Involves an Overnight Stay
- Storage of instruments, luggage and personal items is more than the capacity of the district buses and designated trailers.
 - Total # of Students: _____ Total # of Adults/Chaperones: _____
 - Luggage Requirements (include number of nights and required uniforms): _____

 - Instrument/Equipment Requirements: _____

 - Additional Instrument/Equipment Transportation Availability: _____

- Trips to State Playoff competitions.
 - Date(s) of Tournament: _____
- When nine (9) students or less are involved in a trip the District may utilize a van/vehicle, driven by a Richland School District employee, to transport those students. The use of a van/vehicle does not negate a Richland School Bus driver from driving as an option.

Submitted By: _____ Date: _____