FIELD TRIP & TRANSPORTATION TRIP FORM PROCEDURE

A **COMPLETED** Field trip & Transportation form **MUST** be signed by a principal/Supervisor before **ANY** trips will be scheduled.

IF THE FORM IS NOT COMPLETE WITH ALL INFORMATION IT WILL BE RETURNED TO YOU AND NO ARRANGEMENTS WILL BE MADE UNTIL THE FORM IS RETURNED WITH ALL THE INFORMATION COMPLETED.

Forms must include:

School

Date of the trip

Organization or Group going on the trip: IE – Ski Club, Reading Competition, Wrestling

Staff member(s) conducting the trip: Who will be responsible for organizing this trip

Additional chaperones: Who will be responsible for the students on this trip

Number of students

Number of chaperones

Total number of passengers: Students + teachers/chaperones

Number of vehicles needed: IE a regular school bus holds 81 passengers (3 to a seat) 54 Passengers (2 per seat) so if you have 90 students going you will need at least 2 buses. Vans are all 10 passengers so if you have 13 total attending you will need 2 vans. If you need help with this, please contact Transportation.

Check off what kind of vehicle you will need

School bus – may be used for any in state trip - If you have students who need wheelchair accessibility you will need to note that in the special needs section as this will require a separate/additional bus.

Charter bus – Must be used for any out of state travel, they can also be requested for in state travel

School van/Athletic Van – All vans are 10 passenger and MUST be driven by a district employee

Handicap needs or any special requests: IE if you have a student that wears a harness, needs a lap belt, needs a step stool, or is in a wheelchair we **NEED** to know that when the trip is scheduled. If you need a handicapped accessible vehicle, we **NEED** to know that**. In both instances we will need to know the name of the student and what their specific needs are so we can pass this information along to Susquehanna and the student's equipment can be moved to another bus if necessary**. If you need a bus with underbelly storage, whatever the special request is we need to know prior to scheduling the trip. NOT ALL REQUESTS CAN BE ACCOMMODATED

Location: IE – CMHS Lot A or CMHS Tennis courts – If you do not specify a location the bus will pick you up in the same location as they drop off and pick up students at the beginning & end of school.

Departure time – What time are you leaving from the school

Destination – Where are you going

Destination Address - be sure to include a detailed itinerary with addresses for each destination

Departure time from destination – what time do you need the bus to pick you up from your destination

Arrival time back to school – approximate time you will be returning to the school

Purpose of the field trip

Attach a detailed Itinerary: This must include your departure location, what time you are leaving, if you plan on stopping at different locations, we need the name and address of each of those locations, the times you will be there, what time you will be leaving each destination and your return time to school.

Will bus transportation be needed during your stay Yes/no

Is your trip:

Walking - requires only the completed field trip/transportation form WITH SIGNATURES

In state – requires only the completed field trip/transportation form WITH SIGNATURES

In State Overnight - requires the completed field trip/transportation form WITH SIGNATURES along with **approval from the superintendent & the school board prior to submitting the request**

Out of State – requires the completed field trip/transportation form WITH SIGNATURES along with **approval from the superintendent & the school board prior to submitting the request**

Out of State Overnight – requires # of nights you will be staying, the completed field trip/transportation form WITH SIGNATURES along with **approval from the superintendent and the school board prior to submitting the request**

ALL FIELD TRIP REQUESTS ALONG WITH ROSTERS MUST BE SUBMITTED TO YOUR BUILDING PRINCIPAL, THE NURSING STAFF & SECURITY PRIOR TO YOUR TRIP. THIS IS THE RESPONSIBILITY OF EACH SCHOOL INDIVIDUALLY TO ENSURE THE SAFETY OF THE STUDENTS & THE STAFF ON THIS TRIP IN CASE OF AN EMERGENCY.

FIELD TRIPS ARE SCHEDULED ON A FIRST COME FIRST SERVE BASIS BASED ON THE AVAILABILITY OF THE DRIVERS

VAN REQUESTS ARE ALSO FIRST COME FIRST SERVE AND TRIPS FOR STUDENT INSTRUCTION DO TAKE PRIORITY OVER EMPLOYEE TRAVEL, SPORTS, ECT.

All requests & questions can be emailed to dfalls@kcsd.us

The transportation office will send out a confirmation email when the trip has been scheduled. If email confirmation has not been received 5 days prior to the trip please contact the transportation office.

Every request MUST have either an ASN# if Paid by KCSD or if NOT paid by KCSD it must have the name & address of the party responsible for payment.

We will no longer accept requests from outside agencies. If you are coordinating a trip with an outside agency that requires busing for our students, the request must be submitted by a district employee. If the agency/business/individual/PTOs will be paying a portion of or all of the transportation invoice, please be sure to add the name and billing address to your request. Susquehanna will directly bill this business/person. If the invoice is not paid a copy will be sent to the requestor. It is then your responsibility to follow up and make sure the bill has been taken care of in a timely manner. Failure to follow up, resulting in payment being delayed can and will result in future trips being denied or delayed until the invoice has been satisfied.

FIELD TRIP FORMS SHOULD BE SUBMITTED A MINIMUM OF TWO WEEKS PRIOR TO YOUR TRIP TO ALLOW TIME FOR THE NECESSARY ARRANGEMENTS.