

KNOX COMMUNITY SCHOOL CORPORATION
EDUCATIONAL FIELD TRIP AND/OR TRANSPORTATION REQUEST FORM

Please complete each section thoroughly and accurately and read all policies and procedures on the back of form.

Submit completed forms to school treasurer.

Transportation Request Forms must be completed and submitted at least five (5) business days before requested date.

Section A: Contact Information

Today's Date: _____

Contact Person: _____ Phone: _____

Email Address: _____

Sponsoring Group: _____

Event: _____

Section B: Event Information

Day and Date of Trip: _____

Departure Time: _____ Return Time: _____ Pick Up/Drop Off Point: _____

Number of Adults: _____ Number of Students: _____

Destination: _____

Chaperones: _____

Educational Goal for Field Trip (Include Standards and Benchmark Indicator): _____

If a school employee will be driving, what time will it be picked up at the Transportation Office: _____

Section C: Vehicle Information (Indicate how many will be needed)

Vehicle Requested: _____ Mini Bus (up to 14 passenger) _____ Large Bus (over 15 passengers) _____ Other _____

Corporation Employee Who Will Be Driving _____

Driver Needed? _____ (driver wages \$10.97/hr.) Estimated Mileage: _____ (@ .42/Mile)

A copy of a valid driver's license must be on file in the Transportation Office before driving Corp. vehicle

Section D: Approval/Administration Signatures

Action of Principal: Approved _____ Denied _____ Signature _____ Date: _____

Action of Transportation Director: Approved _____ Denied _____ Signature _____ Date: _____

Section E: Restrictions and Signature of Teacher/Sponsor/Coach

Representatives of group are responsible for keeping the vehicle clean and orderly throughout the trip. All vehicles will observe the posted speed limit and not to exceed 60 MPH. The chaperones are responsible for supervision throughout the trip. Whenever the vehicle is in motion everyone will be seated. No windows will be lowered below the indicated marks. No arms, legs, or other parts of the body will be protruding from the windows. No items should be thrown from the windows. The driver will stop at all railroad crossings and absolute silence must be enforced at the time. The center aisle and emergency exits will not be blocked and remain clear at all times. If a driver receives a traffic ticket for driver violation(s), he/she is responsible for any and all fines. The driver will keep the vehicle locked when not in use. The driver will check the vehicle before he/she departs from Knox for gasoline, windshield wipers, lights, and cleanliness. When the driver returns the vehicle for overnight storage, he/she will again check the vehicle for cleanliness and any damage. Any damages must be reported immediately to the Transportation Director. If the driver is involved in an accident, he/she will complete all required traffic accident reports. Vehicles are expected to be returned in clean condition. Seatbelts are to be worn by all individuals at all times. If the vehicle is returned with trash and/or other articles remaining, a \$10.97 per hour cleaning charge will be added to the final invoice.

Signature: _____

Section F: Invoice Information to be Completed by Transportation Department

Building		Department		Account #	
Mileage	Start		End		
Date	Driver(s)	Hours	Rate	Wages	Mileage Fee (.42)
Total					
Cleaning charges if applicable,					

Treasurer's Signature Indicates Funds Are Available: _____

Original To: Transportation Director

Copies To: Corporation Treasurer, Building Treasurer, and Contact Person

Invoice Copy After Trip To: Corporation Treasurer & Building Treasurer