

# 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 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: _____	
Name of Contact Person: _____	Phone: _____
Email Address: _____	
Sponsoring Group (Department, Club, Class, Other): _____	
Event: _____	

## Section B: Event Information

Day and Date of Trip: _____		
Departure time to event: _____	Return Time: _____	Pick Up/Drop Off Point: _____
Number of Adults: _____	Number of Students: _____	
Destination: _____		
Chaperones: _____		
Educational Goal for Field Trips (Include Standards and Benchmark Indicator): _____		
If a School Employee will be driving a Van or Mini Bus time vehicle will be picked up at the Transportation Facility: _____		

## Section C: Vehicle Information (Indicate how many will be needed in space provided)

Vehicle Requested: (Faculty/Admin. Only Van) _____ (Up to 14 passengers Mini Bus) _____ (15 or more passengers large Bus) _____
Est. Mileage: _____ (@.36 Per Mile)
Corporation employee Who Will Be Driving
Driver(s) Needed: Yes _____ (Driver wages \$8.62 /hr.) If no driver is needed, please check this line: _____
<b>A copy of a valid driver's license must be on file in the Transportation Office before driving corporation vehicles.</b>

## Section D: Approval/Administration Signatures

Action of Principal:            Approved <input type="checkbox"/> Denied <input type="checkbox"/> Signature: _____    Date: _____
Action of Transportation Director: Approved: <input type="checkbox"/> Denied: <input type="checkbox"/> Signature: _____    Date: _____

(over)

**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 \$10.42 per hour cleaning charge will be added to the final invoice.

Signature: \_\_\_\_\_

**Section F: Invoice Information to be completed by Transportation Department**

<b>Building</b>						
<b>Department</b>						
<b>Account #</b>						
<b>Mileage</b>	<b>Start</b>		<b>End</b>			
<b>Date</b>	<b>Driver(s)</b>	<b>Hours</b>	<b>Rate</b>	<b>Wages</b>	<b>Mileage Fee (.36)</b>	
<b>Total</b>						
<b>Cleaning charge if applicable.</b>						

**Treasurer's Signature Indicates Funds Are Available:** \_\_\_\_\_

Original To:  
Transportation Director

Copies To:  
Corporation Treasurer  
Building Treasurer  
Contact Person

Invoice Copy After Trip To:  
Corporation Treasurer  
Building Treasurer