

Pickens County Activity/Trip Request Form

Date submitted to Administrator		Date received by Transportation	
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Process to follow for the acquisition of a county/charter bus:
<ol style="list-style-type: none"> 1. Principal or designee calls and secures a charter from the approved list if needed. 2. Principal or designee completes information pertaining to trip (section I). 3. Form is submitted for approval. Principal for athletic/academic competitions and Director of Teaching and Learning for all other requests. All out of state trips require BOE approval. 4. Driver completes section II – driver name, bus #, beginning & end odometer reading. 5. Driver will turn in to Transportation completed form and a copy will be sent to the principal or designee. 6. No trip may begin without a bus request form submitted to the driver at the beginning of the trip. 7. Approved requests must be sent to Transportation Department at least five (10) school days prior to the trip. <p>Request forms must be received in Principal's office at least (15) school days prior to the date of the scheduled trip. A fee of at least \$10.00 will be charged to group making trip if bus is left in an unclean or damaged state, this will be decided by the Director/Principal, upon request from the Bus Driver.</p> <p>Day trips will be scheduled after 8:15 a.m. and group making trip must be back at school before 1:45 p.m. for Elementary and 2:30 p.m. for Middle and High Schools. An attempt should be made to schedule evening trips so as not to interfere with the bus driver's assigned route.</p>

Has a Charter Bus been secured?	Yes		No	
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I.

Date bus to be used		Departure Time		Return Time	
Athletic	Academic	Competition	CTAE	Grade/Contest Field Trip	
School/Department	Group/Team				
Specific Purpose of Trip (Narrative)	Destination Address				
Total Passengers Count	Number of Buses Needed			Funding Code	
Is a SPED Bus Needed?	# of WC	# and type of Restraints			
Faculty Sponsor(s) to Ride the Bus					

II.

Bus Driver		Bus Number	
Beginning Odometer		Ending Odometer	

GUIDELINES			
<p>Each trip shall be under the direct supervision of a faculty sponsor who shall assume general responsibility for the pupils in the group as though they were working in the classroom. No trip shall be authorized unless and until the faculty sponsor and the students have planned it carefully. They shall plan in detail the following: (a) Where they are going, (b) What they hope to accomplish on the trip, (c) What rules of conduct and procedure are to be followed, (d) A time schedule, (e) When and where the trip is to begin and end, & (f) how the trip is to be funded. The general public and children under school age will not be permitted to ride school buses. The only individuals allowed to ride school buses are the adult chaperones and students at a preferred 15:1 ratio of students to adults. NO SCHOOL TRIPS THE LAST 10 DAYS OF SCHOOL. If you need a bus and are supplying the driver, fill in Drivers name in section II.</p>			
Faculty Sponsor/Coach		Date	
Principal Signature		Date	
Central Office Approval		Date	

Cost Worksheet

School					Group/Grade				
Destination					Date				
Charter Bus Used	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	School Bus Used	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

(A) ADMISSION										
Number of Students	X	\$								Admission = \$
Number of Chaperones	X	\$								Admission = \$
Number of discounted/complimentary passes (example : 1 free chaperone per 10 students)										
TOTAL ADMISSION COST										

(B) TRANSPORTATION (School Bus Only)										
Number of Buses	X	Round Trip Mileage								X \$1 per Mile = \$
Number of Drivers	X	Driver Hours								X \$14 X 11.45 % Payroll Tax = \$
TOTAL TRANSPORTATION COST										

(C) LUNCH										
Number of Students	X	\$								Cost = \$
Number of Adults	X	\$								Cost = \$
TOTAL LUNCH /FOOD COST										

TOTAL TRIP COST										
Admission (A)	+	Transportation (B)	+	Lunch (C)	=					= (D) \$

TOTAL PAYING PARTICIPANTS										
Number of Paying Students	+	Number of Paying Chaperones/Adults	=							(E) = \$
Total Trip Cost (D) ÷ Number of Paying Participants (E) = \$ COST PER PERSON										
FUNDING CODE										

Principal Signature		Date	
Central Office Approval		Date	