

BAMBERG SCHOOL DISTRICT TWO
DENMARK, SOUTH CAROLINA
FIELD TRIP/TRANSPORTATION VEHICLE RESERVATION REQUEST

DATE _____

THIS SECTION IS TO BE COMPLETED BY THE TEACHER:

TEACHER (PERSON IN CHARGE) REQUESTING VEHICLE: _____

DATE OF TRIP _____ DESTINATION _____

DEPARTURE TIME _____ RETURN TIME _____ TOTAL ROUNDTRIP MILES _____

GROUP _____

TRIP PURPOSE AND/OR ACTIVITIES _____

NUMBER OF PASSENGERS _____

PASSENGER LIMITS: ELEMENTARY - 60 MIDDLE/HIGH - 40

STUDENT/CHAPERONE RATIO _____ LIST NAMES OF TEACHERS/CHAPERONES ON REVERSE SIDE.

COST:* _____ LIST ACCOUNT NUMBERS: _____

A. Total bus mileage X 1.83 per mile _____

B. Total bus driver salary rate X _____ hrs _____

C. Cost* equals total of A + B \$ _____

- Note: 1) The principal must approve an educational field trip. Out-of-state or overnight trips also require Superintendent's and School Board's approval.*
2) With the principal's approval, this form should be submitted to the Superintendent's office at least 10 school days prior to scheduled trip to reserve a vehicle. Upon approval, a copy will be returned to the principal and requesting teacher.
3) Food services department should be notified of the trip.

PRINCIPAL'S SIGNATURE _____ DATE _____

PROGRAM DIRECTOR _____ DATE _____

ATHLETIC DIRECTOR'S SIGNATURE _____ DATE _____

(For Athletic Dept. Events)

BUSINESS OFFICER'S SIGNATURE _____ DATE _____

SUPERINTENDENT'S SIGNATURE _____ DATE _____

DATE OF BOARD APPROVAL IF OUT-OF-STATE OR OVERNIGHT TRIP _____

THIS SECTION IS TO BE COMPLETED BY THE TRANSPORTATION COORDINATOR:

DATE REQUEST RECEIVED _____ APPROVED _____ DENIED _____

TRANSPORTATION SUPERVISOR'S SIGNATURE _____ DATE _____

NAMES OF TEACHERS/CHAPERONES
