**2022-2023 Pickens County Activity/Trip Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date submitted to Administrator** |  | **Date received by Transportation** |  |
|  |
| **Process to follow for the acquisition of a county/charter bus:** |
| 1. Principal or designee calls and secures a charter from the approved list if needed.2. Principal or designee completes information pertaining to the trip (section **I**).3. Principal approves/denies field trip request.3. Send any CTAE trip requests to Rick Goble at PHS. **All overnight or out of state trips require BOE approval.**4. Driver completes section **II** – driver name, bus #, beginning and ending 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 the Transportation Department at least **(10) school days** prior to the trip.Request forms must be received in the Principal's office at least **(20) school days** prior to the date of the scheduled trip. A fee of at least $10.00 will be charged to the group making the trip if the bus is left in an unclean or damaged state, this will be decided by the Director/Principal, upon request from the Bus Driver. Day trips will be scheduled **after 8:15am,** the group making the trip must be back at school by **1:45pm for Jr. High & High School and 2:30pm for Elementary and Middle Schools**. An attempt should be made to schedule evening trips so as not to interfere with the bus driver’s regular assigned route. |
|  |
| **Has a Charter Bus been secured?** | **Yes** |  | **No** |  | **Stopping to eat? Yes ☐ No ☐** |
| **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** |
| 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 teachers/coaches 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**. |
| **Faculty Sponsor/Coach** |  | **Date** |  |
| **Principal Signature** |  | **Date** |  |