

# FIELD TRIP AND TRANSPORTATION REQUEST



School Requesting Trip:

Davis \_\_\_ DES \_\_\_ DMS \_\_\_ DCHS \_\_\_ Date of Request: \_\_\_/\_\_\_/\_\_\_

I request the use of Transportation Services to take a Field/Athletic trip(s) for my school. This trip will be for the purpose of:

Name of Staff Member Making Request: \_\_\_\_\_

Text Confirmation, Cell #: \_\_\_\_\_ Email: \_\_\_\_\_@dadecs.org

Club/Organization: \_\_\_\_\_ Destination: \_\_\_\_\_

Educational Reason for Trip: \_\_\_\_\_

Required Trip: Yes \_\_\_ No \_\_\_ Trip Date: \_\_\_/\_\_\_/\_\_\_ Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_ Number of Students: \_\_\_ Number of Teachers: \_\_\_\_\_

Number of Chaperones: \_\_\_ Special Request or Conditions:

\_\_\_\_\_

List and identify Chaperones for the trip: (Consult your administrator for requirements regarding number of chaperones needed.)

Names of Chaperones Position (Parent, Para-pro, Grandparent, Etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Director of Transportation Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ has been authorized the use of \_\_\_ buses for the above trip(s). Driver will be determined by established administrative procedure. Driver meals, hotel accommodations, and admittance into all scheduled events shall be paid by the club/organization requesting transportation.

Driver Assigned: \_\_\_\_\_ Assigned Bus # \_\_\_ Date trip confirmed: \_\_\_/\_\_\_/\_\_\_

Total Miles: \_\_\_\_\_ Total Driver hours: \_\_\_\_\_ Driver minimum field trip pay = \$40.00

Please make sure you confirm with Director of School Nutrition if you need lunches.