



**HENRY COUNTY BOARD OF EDUCATION
FIELD TRIP REQUEST FORM**

TO: Transportation transportation@henrycountyboe.org

TRIP DATE _____ TODAYS DATE _____ **BILL TO ORG/SCHOOL:** _____

TRIP DESTINATION(specifics) _____ Address: _____

FIELDTRIP COORDINATOR: _____

Phone: _____ Email: _____

GRADE _____ SCHOOL _____

If you're providing a **Coach/Teacher** to drive: Name(s) : _____

EDUCATIONAL OBJECTIVE OF TRIP _____

NUMBER OF RIDERS INVOLVED _____ Special Needs? (list) _____

*Please write school activity on the Extracurricular Pre Trip Inspection Record.

DEPART TIME _____ RETURN TIME _____ NUMBER OF BUSES NEEDED: _____

*Students/Parents are responsible for transportation to/from departure point unless field trip is during regular school hours. *Sponsoring group will pay for driver, fuel, and mileage. *Sponsoring group is responsible for leaving the bus CLEAN after the trip (and before the driver's regular run begins). Penalty for not cleaning the bus may include a Cleaning Fee \$50 billed to the sponsor's school.

The teacher/principal is to send a written notice of the trip for parents to sign and return to school granting permission for the child and listing a phone at which to be contact in case of emergencies.

***** AUTHORIZATION*****

This form is to be turned in to the Transportation Office a minimum of 7 days prior to trip date -with Principals' signature.

FIELD TRIP COORDINATOR/TEACHER _____ DATE(7daysprior) _____

PRINCIPAL _____ DATE(7daysprior) _____

TRANSPORTATION SUPERVISOR _____ DATE _____

BUS/DRIVER(S) _____ Bus# _____

_____ Bus# _____