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**Field Trips**

1. Each field trip must have a separate Field Trip Request Form completed.
2. Each Field Trip Request Form must be completed in full with all information provided prior to sending to Transportation Department.
3. All field trip requests, whether using EBRPSS buses or other means of transportation, must be completed in full at least **20 calendar days** prior to said trip.
4. Adherence to item #3 will be waived for those field trips with less than 20 days prior knowledge. Waiver requests will be evaluated and granted or denied by the Transportation Department only. Example: athletic events resulting from playoff advancement.
5. Failure to comply with item #2 and #3 will result in delays or denial of field trip requests.
6. If chaperons are to accompany faculty and students on a field trip, there must be a chaperone list provided to the Transportation office prior to the field trip date. This list should accompany the field trip request form.
7. If personal vehicle(s) are to be used for the field trip, a copy of the current insurance card/driver’s license for each vehicle/driver must be submitted to the Transportation office when requesting field trip approval.
8. School/Group will be billed according to information on Field Trip Request Form. Failure to report required information for billing will result in charges filed based on estimated mileage and driver hours.
9. If a field trip is cancelled or the mode of transport changes from an EBRPSS bus to an alternative (charter bus, etc.), the Transportation office **must** be notified within **3 business days** of the cancellation. Fees for field trip activities are charged each month and prompt notice of cancellation will avoid these charges. Failure to notify Transportation within 3 business days will results in non-refundable charges as if the trip had been taken.
10. The Field Trip Request Form template can be located using the following link: http://instruction.ebrschools.org/explore.cfm/transportation/
11. To fill in the form, simply click on the field of choice or tab from one entry field to the next. The form is protected to only allow data entry in the appropriate fields.
12. Entry fields where a date is requested has a drop-down calendar for your convenience.
13. Entry fields where time is requested also has a drop-down option and is limited to reflect the earliest departure time and latest return times allowed for trips taken during the school day (includes tighter restrictions for Friday field trips).
14. Entry fields such as “Destination” and “Purpose & Plans” have a limited length to disallow line wrapping. This helps keeps the form to one page. Therefore, attempt to summarize using a limited description while including enough information to ensure clear intentions.
15. **Once completed, the form must be printed to allow for signatures. Signature fields on the electronic version will not allow entry.**

Enjoy your Field Trip!