EAST BATON ROUGE PARISH SCHOOL SYSTEM

FIELD TRIP REQUEST FORM

REQUEST MUST BE SUBMITTED FOR APPROVAL AT LEAST 20 DAYS PRIOR TO TRIP

FIELD TRIPS WILL NOT BE SCHEDULED TO CONFLICT WITH REGULARLY SCHEDULED ROUTES

MULTIPLE DATES WILL NOT BE ACCEPTED ON A SINGLE FIELD TRIP REQUEST FORM

TRIP DATA

Sponsor (School/Group):       Date of Request: Click here to enter a date.

Depart from:       Estimated Total Mileage:

DESTINATION (Include all stops, food, lodging, etc.):

(No deviation permitted without prior approval)

Departure: Date: Click here to enter a date. Departure Time: Choose an item.

Return: Date: Click here to enter a date. Return Time: Choose an item.

TOTAL NUMBER OF:

     Students      EBRPSS SCHOOL BUS      EBRPSS LIFTGATE      EBRPSS MINI BUS

     Teachers      Personal Vehicle (Attach Proof of Insurance & copy of Driver’s License)

     Private Carrier Name (Attach Proof of Insurance):

Teachers Conducting Trip: (Provide list of experienced chaperones):

Purpose & Plans:

Approved: Within 20 days: [ ] Yes [ ] No

 (Principal or Designee/Director)

TRIP HAS BEEN CLASSIFIED AS:

Trip Type: [ ] Educational [ ] Non-Educational

Status: [ ] Approved [ ] Disapproved

Funding: [ ] School Funded [ ] Special Education [ ] General Fund [ ] Externally Funded (Please Explain)

Tag Account#:       Cost Center#:

Comments:

Only for Return After Dark Trips Involving Non-Instructional Days

APPROVED:

 Associate Superintendent Date

Approved:

 Deputy Superintendent or Designee/Date Director of Transportation/Date

TO BE FILLED OUT BY TRANSPORTATION

Trip Number:       Driver Pay: [ ] $10.50/hour

DO NOT PAY DRIVER AT SCHOOL. MAKE CHECK PAYABLE TO EBRPSS AND SUBMIT WITH THE NEXT PART-TIME PAYROLL FORM.

VERIFICATION TRIP MADE AS SCHEDULED

Driver Name: Employee#:

Actual Departure Date: Time: Return Date: Time:

Odometer Reading: Departure: Return: Total Mileage:

Approved:

School Sponsor/Date Director of Transportation/Date

TRIP CANCELED: [ ] YES [ ] NO TRANSPORTATION/DRIVER NOTIFIED: [ ] YES [ ] NO

 DATE NOTIFIED OF CANCELLATION: Click here to enter a date.

FAILURE TO NOTIFY TRANSPORTATION AND THE ASSIGNED DRIVER OF CANCELLATION WILL RESULT IN CHARGES TO THE SCHOOL.

THIS FORM IS YOUR SCHOOL’S FIELD TRIP TICKET. PRIOR TO FIELD TRIP, A COPY MUST BE GIVEN TO THE DRIVER(S) FOR TRIP INFORMATION.

FIELD TRIP INFORMATION MUST BE SUBMITTED TO TRANSPORTATION WITH ALL SIGNATURES WITHIN FIVE (5) DAYS OF COMPLETED FIELD TRIP.