



Golden Hills School Division No. 75
TRANSPORTATION FORM FOR FIELD TRIP
Form 260-3

When planning a field trip, it is the planner's responsibility to be familiar with all policies that are pertinent. Please submit your completed Transportation Form for Field Trips to the principal before you finalize plans or send information letters home.

School: _____
 Class: _____
 No. of Students: _____

Organizer: _____
 Departure Date of Trip: _____ 20____
 Return Date of Trip: _____ 20____

Field Trip Destination(s): _____

Means of Transportation: _____

INDICATE IF BOARD OWNED BUSING IS REQUIRED YES NO

IF **YES**, SEND THIS FORM TO THE TRANSPORTATION SUPERVISOR **TWENTY (20)** DAYS PRIOR TO FIELD TRIP. SCAN & UPLOAD TO YOUR SCHOOL'S GOOGLE FIELD TRIP FOLDER.

IT IS THE SCHOOL'S RESPONSIBILITY TO ARRANGE FOR A DRIVER IF USING A BOARD OWNED BUS.

Driver Name: _____ Bus No: _____

 Transportation Manager Signature

LIST THE NAMES OF THE REPRESENTATIVE TRIP ORGANIZER/LEAD TEACHER:

ITINERARY (include time of departure and return):

 Teacher's Signature Principal's Signature Date

It is necessary to have the following information supplied for the day of the field trip: A list of all students going on the trip, students remaining at school, parents/guardians and their phone numbers, as well as any medic alert information.

TO BE COMPLETED BY BUS DRIVER

DRIVER NAME: _____ TRIP DISTANCE: _____ @ \$1.00 /KM = _____

TOTAL DRIVING TIME _____ Hrs. X \$ _____ = _____
 (Suggested rate for driving - \$18.00 per hour)

WAITING/STANDBY TIME _____ Hrs. X \$ _____ = _____
 (Suggested rate for standby - \$18.00 per hour)

TOTAL = _____

AFTER THE TRIP PLEASE SCAN AND UPLOAD THE SIGNED FORM TO YOUR SCHOOL'S GOOGLE FIELD TRIP FOLDER.

SCHOOL _____ PRINCIPAL _____

NOTE: BUS DRIVER SHOULD HAVE THIS FORM (SIGNED BY THE PRINCIPAL AND MANAGER) IN THE BUS DURING THE TRIP AS THIS IS THE **OPERATING AUTHORITY** FOR THE BUS.