



# Golden Hills School Division No. 75

## TRANSPORTATION FORM FOR FIELD TRIP

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 \_\_\_\_\_ Teacher \_\_\_\_\_  
Class \_\_\_\_\_ Departure Date of Trip \_\_\_\_\_ 20 \_\_\_\_\_  
No. of Students \_\_\_\_\_ 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. EMAIL: [KELLY-ANNE.MCCARRY@GHSD75.CA](mailto:KELLY-ANNE.MCCARRY@GHSD75.CA) OR FAX: 403-934-5125

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

Driver Name: \_\_\_\_\_ Bus No: \_\_\_\_\_  
Transportation Supervisor Signature

LIST THE NAMES OF ALL ADULT SUPERVISORS GOING ON THE FIELD TRIP

\_\_\_\_\_

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 \_\_\_\_\_ @ \$0.85 /KM

TOTAL DRIVING TIME \_\_\_\_\_ Hrs. X \$ \_\_\_\_\_ = \_\_\_\_\_  
(Suggested rate for driving - \$17.00 per hour)

WAITING/STANDBY TIME \_\_\_\_\_ Hrs. X \$ \_\_\_\_\_ = \_\_\_\_\_  
(Suggested rate for standby - \$17.00 per hour)

**TOTAL = \_\_\_\_\_**

**AFTER THE TRIP PLEASE SCAN AND EMAIL THE COMPLETED COPY TO [KELLY-ANNE.MCCARRY@GHSD75.CA](mailto:KELLY-ANNE.MCCARRY@GHSD75.CA)**

SCHOOL \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

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