Form 260-3

Field Trip Transportation Form

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:	Organizer:
Class:	Date of Departure:
# Students:	Date of Return:

Field Trip Destination(s): _____

Means of Transportation:_____

Please 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; and 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's 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's Name: _____ Trip Distance: _____@ $1.25 /KM = _____

Total Driving Time: _____ Hrs. X $ _____ = _____ *(Suggested rate - $18/ hour)*

Waiting/Standby Time: _____ Hrs. X $ _____ = _____ *(Suggested rate - $18/ 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.