

Washington County Board of Education  
P. O. Box 1359 – 229 Granade Avenue  
Chatom, AL 36518

**Field Trip Request Form**

**\*NEEDS TO BE SUBMITTED TWO WEEKS BEFORE FIELD TRIP\***

\*\*Extracurricular Bus Driver Payroll Form must be attached when submitted.\*\*

Date of Field Trip \_\_\_\_\_ Destination \_\_\_\_\_

Teacher(s) making request \_\_\_\_\_

Name of person supervising \_\_\_\_\_ Bus Driver \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Grade/Subject \_\_\_\_\_ No. of students going \_\_\_\_\_

Transportation by: School Bus \_\_\_\_\_ Charter Bus Company \_\_\_\_\_

Other: \_\_\_\_\_ Explain: \_\_\_\_\_

Plan for defraying costs and expenses \_\_\_\_\_

Costs: Admissions \$ \_\_\_\_\_ Other: \_\_\_\_\_ Explain: \_\_\_\_\_

Round trip miles from the school \_\_\_\_\_ Time to complete the trip \_\_\_\_\_

School Departure Time: \_\_\_\_\_ School Arrival Time: \_\_\_\_\_

Explain the direct relationship of the field trip to the educational or instructional program.

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*The following people (if applicable) must be notified to sign and date this form two weeks prior to the field trip\*\*\*

Nurse Signature \_\_\_\_\_ Date \_\_\_\_\_

Lunchroom Manager \_\_\_\_\_ Date \_\_\_\_\_

Federal Programs Coordinator \_\_\_\_\_ Date \_\_\_\_\_ Code \_\_\_\_\_

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**Bus Request**

\_\_\_\_\_ requests the use of \_\_\_\_\_ bus(s) for the field trip

I understand the school will pay \$1.35 per round trip mile.  $\$1.35 \times$  \_\_\_\_\_ miles = \$ \_\_\_\_\_ to be paid to the Washington County Board of Education.

Approved by Principal: \_\_\_\_\_ Date \_\_\_\_\_

Approved by Transportation Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Approved ( ) Disapproved ( ) by Superintendent: \_\_\_\_\_ Date \_\_\_\_\_