

**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 \_\_\_\_\_

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 \$1.20 per round trip mile. \$1.20 x \_\_\_\_\_ 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 \_\_\_\_\_