



GAINESVILLE CITY SCHOOL SYSTEM

Field Trip & Bus Request

Please complete this form and send to Human Resources for approval.

School/Agency/Athletics making request: _____

_____ Funded-School System

_____ Funded-Organization/Agency
(Non-school related)

_____ Special non-field trip funds (Special Education, grants, other programs)

Destination:
Grade Level/Subject
Date of trip:
Number of students making the trip:
Regular one day trip: _____ Overnight trip: _____

Regulations Governing Use of School Buses

- Day trip requests must be made **one week** in advance of the trip.
- Overnight trip requests must be made 30 days in advance. These trips require Board approval.
- Using agency will accept full responsibility for students' supervisions and transportation home.
- Using agency is responsible for any physical damage to the bus by the riders.
- Qualified drivers, approved in advance by Transportation will be permitted to drive the buses.
- Any cost listed below will be paid to the Gainesville Board of Education.

Note: All field trips during school hours must be back to the school by 1:30 pm if a driver is requested. If a late return time is required, the school must provide a driver.

School bus required: Yes _____ No _____
Driver (if known): _____
Charter bus required: _____
Private car: Driver's License # _____ Insurance Company _____
Attach copy of driver's license and insurance card. Split Limits of \$100/300/50 or Combined Single Limit
Number of bus riders: _____
Time departing: _____ Time returning: _____
Pick up point: _____
Destination: _____
Bus Assignment:
Assigned driver: _____ Bus assigned: _____

- Must attach detailed Lesson Plans (Common Core), Assessment/Evaluation and your plans to follow up? If Lesson Plans are not detailed and attached, the Field Trip will be denied. Athletic camps and extracurricular activities can submit an itinerary instead of lesson plans. Must attach the exact route you will take from the school to your destination.

Do you have parent permission slips for all students filed in the office? _____

List the staff members and other adults who will make the trip. Indicate next to their name if they are employees or volunteers.

_____	_____
_____	_____
_____	_____

I have read and fully understand the above regulations and take full responsibility for their execution.

Signature requesting bus: _____ Date: _____

Principal/Designee: _____ Date: _____

Human Resources: _____ Date: _____

Director of Transportation: _____ Date: _____

Estimation to be completed by requesting school/agency/athletics:

_____ # of hours	<u>Cost per hour</u>	_____ # of miles	<u>Cost per mile</u>	<u>Sur Charge</u>	Total: _____
	19.19		2.00	20.00	

Organization/person responsible for total cost: _____

Note: You will be invoiced for the cost of the trip unless it is system-funded.

To be completed by transportation:

Please indicate below:

Odometer reading: _____ Time out: _____ a.m. p.m. (circle one)

Odometer reading: _____ Time in: _____ a.m. p.m. (circle one)

Total mileage: _____ Total Hours: _____

Remarks: _____

Signature of Bus Driver

Date

Actual Cost for Trip: _____

IN CASE OF EMERGENCY, CONTACT BUS SHOP OR AN IMMEDIATE CONTACT IF AFTER HOURS.

Bus shop telephone number: 770-536-8312 or 770-287-2028 Fax Number: 770-287-2008
Jerry Castleberry: Home: 770-534-5610 Cell: 678-779-0169
Etherean Williams: Home: 770-531-1194 Cell: 678-780-0377