

FIELD TRIP REQUEST FORM -- Field Trip Rates Effective July 1, 2010FIELD TRIPS MUST BE SCHEDULED BETWEEN 9:15 AM & 1:30 PM

Day -- _____, Date -- _____

School/Building -- _____

Activity/Grade -- _____

#Of Passengers -- _____ # of Buses -- _____

Pick up (Site & Location)... -- _____

Destination (School District) -- _____ -- Destination (Site & Location) -- _____

(If Destination is Athletic Field; Provide Specific Directions/Street Address) -- _____

*Pick-up Time -- _____ -- ☐ AM -- ☐ PM (*Pick-up at school of origin no earlier than 9:15 AM)*Depart Destination by -- _____ -- ☐ AM -- ☐ PM (*Depart Destination no later than 1:30 PM)*Return Time to School -- _____ -- ☐ AM -- ☐ PM (*Drop off at school of origin no later than 1:50 PM)****Extended Times (AM or PM) -- You MUST call 303.347.4775 for PRIOR approval ****Bus to remain with group -- ☐ YES -- ☐ NOMultiple Destination Sites/Other Information. -- ☐ YES -- ☐ NO (Attach Agenda)

Of Student Fees Waived -- _____

Form completed by -- _____ -- Date -- _____

Approved by (Authorized Administrator/Designee) -- _____

Date Authorized -- _____

*****CANCELLATION POLICY--Trips Cancelled Without 24-Hour Notice, Subject To Cancellation Fee.**********
DRIVER NAME: _____ -- BUS #: _____ -- FIELD TRIP #: _____
*******Estimated Trip Charges** (Subject to Actual Miles and Actual Time) Trip Cost Estimate _____**TRANSPORTATION OFFICE USE ONLY****Actual Trip Charges**

..... Driver Hrs. @ **\$00.00** per hour (Day/Weekend Rate) = \$ _____

..... Miles Traveled @ **\$0.00** per mile = \$ _____

..... Driver Hrs. @ **\$00.00** per hour (Holiday Rate) = \$ _____

..... **E470 Transponder** (Determined by # of toll booths/exits round trip) = \$ _____

..... **Other Charges** = \$ _____

..... **A.P.A.** **Waivers** # of student fees @ \$ _____ per student..... = \$ _____

..... **Actual Total Charges** = \$ _____

EVACUATION DRILL INSTRUCTIONS

- Remain seated - do not panic.
 - Listen to instructions from the driver and/or sponsor.
 - Move to designated exit (front, rear or side door) if requested to evacuate. Use seat-by-seat rotation, with occupants closest to the designated exit, exiting first.
 - Leave personal items on bus, exit quickly and quietly.
 - Help each other and use assistance of door monitors.
 - Walk to the designated safe area away from the bus. Remain with group.
- Demonstrate how to use parking brake, open door, and use radio.
(If driver is incapacitated)*

Evacuation Instructions Given:..... **Driver Initials** _____ **(Required)****DRIVER INFORMATION**

Driver Check In Time: -- _____ -- Driver Check Out Time: -- _____

First TripSecond Trip

Finish Mileage -- _____ -- _____

Start Mileage -- _____ -- _____

Total Miles -- _____ -- _____

Total Hours -- _____ -- _____

Student Count -- _____ -- _____

Signature of Bus Driver

Signature of Sponsor

Sponsor Release Time -- _____