



Summerville Union High School

Request for Approval of DAY Field Trip



Name of Group: _____ Number of Students: _____

Destination: _____ Date(s) of Trip: _____

Purpose of Trip: _____

Security Provisions: A list of chaperones approved by the school principal must be on file at the site.

ALL STUDENTS MUST COMPLETE A FIELD TRIP AND STUDENT PARTICIPATION FORM WHICH WILL BE SIGNED BY THE STUDENT AND THE PARENT(S).

1. There will be an approximate _____ to _____ supervision ratio.
2. Students will always be accompanied by a chaperone when they are away from the school.
3. Itinerary with dates/times of travel and emergency phone numbers must be filed with site principal before departure.

Estimated Cost Factors Per Participant:

	COST	DESCRIPTION
Transportation:	\$ _____	_____
Entrance Fee:	\$ _____	_____
Meals:	\$ _____	_____
Other (specify):	\$ _____	_____
TOTAL COST:	\$ _____	X # of Participants _____ = Grand Total: \$ _____

Number of Female Students: _____ Number of Male Students: _____

Number of Female Chaperones: _____ Number of Male Chaperones: _____

Funding Source: _____

Name(s) of Chaperones(s): _____

I CERTIFY THIS TRIP COMPLIES WITH BP 6153 AND AR 6153

Approved by: _____ Date: _____

School Principal



Summerville Union High School District



Transportation Request

Request Date: _____ Request By: _____

Number of Vehicles: _____ Vehicle Requested: Bus Suburban

Number of Passengers: _____ Group: _____

Date(s) needed: _____ Departure Time: _____ Return Time: _____

Destination(s): _____

Anticipated driver(s) (Staff, volunteer or coaches need to be cleared through district office).

Name	Position (Staff, Volunteer, Etc.)	Cleared (Office Use)

Vehicle Use Expectations

Summerville Union High School has vehicles for transportation needs for smaller groups and activities.

- Most of our vehicles can transport 7 passengers along with a driver.
- Requests should be made at least 72 hours prior to use.
- Vehicles are available on a first come, first serve basis.
- ALL drivers need to complete the JPA transportation paperwork and be cleared by the district and transportation offices.
- Teams/Groups will be responsible for damage, excessive cleaning or equipment loss charges.

Group use expectation for vehicle use upon return of vehicle to transportation department.

- ✓ All items, including trash should be removed from the vehicle.
- ✓ Windows should be rolled up and doors should be locked and secured.
- ✓ Keys should be returned to the drop box on bus barn immediately after use.

Approved By: _____ Date: _____

Transportation Supervisor

Transportation Use ONLY:

Vehicle Assignment: _____

Key Assignment (If needed): _____