

**CARROLLTON EXEMPTED VILLAGE SCHOOL DISTRICT  
252 THIRD STREED N.E., CARROLLTON, OHIO 44615-1236**

**Field Trip Request Form**

**\* All requests for out of state or overnight trips must be submitted at least 4 weeks in advance as board approval is required.**

Date of Trip \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_

Depart Day of week: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday   
(Through \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_ **if overnight\*\***)

\*\*Return Day of week: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Teacher/Coach/Advisor: \_\_\_\_\_ Phone #: \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ Cell/Primary \_\_\_\_\_ Email \_\_\_\_\_ @carrolltonschools.org  
 Organization \_\_\_\_\_ Building \_\_\_\_\_ Grade(s) \_\_\_\_\_

Destination Name: \_\_\_\_\_ OR  Power Training Ctr

Destination Address: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_  AM \_\_\_\_\_  AM \_\_\_\_\_  AM  
 Location of Pick-up Time  PM Est. Arrival Time  PM Location of Return Time  PM

No. of Students \_\_\_\_\_ No. of Chaperones/Teachers, etc. \_\_\_\_\_ No. of Miles/Round Trip \_\_\_\_\_ No. of Buses Requested \_\_\_\_\_  
 (max. 56 people per bus)

Financed by:  Board  Group/Club: If Group/Club Financed: Contact Name & Phone \_\_\_\_\_  
 See Item #3 on Back

Will trip require a meal stop?  NO  YES: If YES, Name/Address of Restaurant: \_\_\_\_\_

Additional information: \_\_\_\_\_

Transportations Use Only
Name of Driver _____
Rate Per Hour _____
Cost Per Mile _____

Board Approved on:
_____
For any out of state or overnight trips.

Approval Signatures/Date	
_____ Bldg. Principal	_____ Date
_____ Trans. Supervisor	_____ Date
_____ Assistant Superintendent	_____ Date

**TRANSPORTATION DEPARTMENT FIELD TRIP POLICIES**

- The transportation department schedules the buses for all trips.
- Field trips may be scheduled during the last two weeks of school. Only participating students are allowed to ride buses (with the exception of chaperones-see below). Our insurance compels us to eliminate all spectators and non-educational trips such as picnics, parties, and athletic contests.
- Buses available for field trips also transport children to/ from school; therefore, buses are available from **8:45 a.m. to 2:00 p.m.** only on school days. (Exceptions may apply)
- All requests for buses must be submitted at least two weeks in advance of the trip. (Exceptions for tournaments may apply)
- \*All requests for out of state or overnight trips must be submitted at least 4 weeks in advance as board approval is required.
- Chaperones: the teacher, advisor, or coach is responsible for assigning chaperones.
  - Grades six through twelve, a ratio of one (1) adult for every twenty (20) students is recommended • Grades Preschool through Grades 5, a ratio of one (1) adult for every ten (10) students is recommended.
  - Introduce chaperones to the students and bus driver before leaving.
  - Explain the chaperones' responsibilities; speak to them separately prior to boarding the bus.
  - Chaperones are responsible for assisting the bus driver in preventing distractions and safety violations by the passengers; remind students to remain properly seated at all times, keep the noise inside the bus to a minimum, maintain complete silence at railroad crossings, to keep the aisle and exits clear at all times, *spread the chaperones out throughout the bus.* • Chaperones must assist the bus driver in keeping the bus clean, in checking for articles left behind by the passengers. • Chaperones are subject to all bus rules: no smoking, use of tobacco products alcohol or drugs – just as the student passengers.
- Transportation costs for non-classroom field trips will be charged to the group going on the field trip. All other costs for the field trip must also be paid by the group going on the field trip. (Group Funded)
- The principal/head teacher will review the checklist (on the back) with the teacher, advisor, or coach prior to the trip.

**TURN OVER FOR FIELD TRIP CHECK LIST ITEMS**

## Field Trip Check List

1.  Teachers or advisors should receive tentative approval for requested field trips from their principals/head teachers before filling out the Field Trip Request Form.
2.  All Field Trip Request Form are to be filled out and must be approved by the building principal/head teacher and, transportation supervisor.
3.  Transportation costs for classroom filed trips will be paid by the school district (Board Financed). Transportation costs for student activities (clubs) must be paid for by the club (Group Financed). The driver's rate per hour and cost per mile will be established by the district.
4.  Teachers should determine the cost per student for the field trip, collect money from their students, and deposit the money into the building principal's fund so that the principal can pay the bill for the field trip. Any exceptions to this procedure must be approved by the treasurer.
5.  Parent permission forms must be filled out and signed by the principal/head teacher. Completed parent permission forms must be returned by all students going on the field trip. Students without parent permission forms must remain at school. The completed forms are to be given to the building secretary before the group leaves on the field trip.
6.  The teacher, advisor, or coach must take copies of the emergency medical cards of all students going on the field trip.
7.  The day before the field trip the office must be given a list of students going on the field trip to post on the daily absence list..
8.  The teacher, advisor, or coach, and the chaperones, ***not the driver***, are responsible for student behavior. All bus rules are to be followed. Eating and drinking is not permitted while the bus is in motion and only with the permission of the driver when the bus is not in motion.
9.  Electronic devices and cell phones are permitted at the discretion of the bus driver.
10.  The teacher, advisor, or coach **must** take accurate attendance before loading the bus and use a ***seating chart*** (see form in appendix) to assign seats to students. Before leaving, the teacher, advisor, or coach **must** inform the office of any students not boarding the bus. Attendance **must** also be taken before the return trip.
11.  Students will not be permitted to leave the field trip group during the trip unless prior arrangements are made by the parents.
12.  When students return to school from a trip after school hours, the teacher, advisor, or coach **must** stay at school until the last student has left for home.
13.  In the event of an accident or emergency, notify the proper law enforcement officials, bus garage, and the building principal, head teacher or superintendent.

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Signature Bldg. Principal

Date