

BRIDGEPORT EXEMPTED VILLAGE SCHOOLS

REQUEST FOR SCHOOL TRIP

(Must be submitted 30 days prior to the trip)

1. Group to be taken: (Grade or Organization)

2. Destination of trip and Itinerary:

3. What purpose/goal and or objective are you trying to meet in our District Continuous Improvement Plan (CIP), your School Improvement Plan (SIP) or in your subject area Course of Study by taking this trip?

4. Transportation:

a.) Mode of Transportation: School Bus: _____ Charter Bus: _____ Other: _____

b.) Financed by: District: _____ Student Activity: _____ Other: _____

c.) Departure date and time: _____

d.) Return date and time: _____

5. Sponsor and Chaperons:

a.) _____

b.) _____

c.) _____

6. **TOTAL NUMBER OF PEOPLE NEEDED TO BE TRANSPORTED:** _____

Date: _____ Requested by: _____
Teacher, Administrator or Coach

Date: _____ Approved by: _____
Athletic Director (if necessary)

Date: _____ Approved by: _____
Principal

Date: _____ Approved by: _____
Transportation Supervisor

BUS SECURED FOR TRIP: YES _____ NO _____

Date : _____ Approved by: _____
Superintendent

CHARGE FOR TRANSPORTATION: YES _____ NO _____

TO BE COMPLETE BY TREASURER'S OFFICE:

Educational trips: NO CHARGE Non-Educational Trips: (Est & actual cost)

Estimated: Driver Wages : _____ Actual: _____

Mileage (miles X amt): _____ _____

Cost of Trip: _____ _____

CC: Originator, AD (if necessary), Principal, Superintendent, Transportation Supervisor)