

**HIGH SCHOOL
FIELD TRIPS, EXCURSIONS & BUS REQUISITION FORM**

A. DATE & TIME OF EVENT: _____
B. LOCATION OF EVENT: _____
C. ACTIVITY GROUP & SUPERVISOR: _____
D. PURPOSE OF FIELD STUDY: _____

E. CONTACT PHONE NUMBER(S) AT STUDY SITE(S): _____

F. NAME, LOCATION & PHONE NUMBER OF EMERGENCY MEDICAL
FACILITIES NEAR STUDY SITE(S)

G. SUBSTITUTE NEEDED: _____ YES _____

NO

H. TRANSPORTATION WILL BE REQUIRED: _____ YES

NO _____

I. NUMBER OF PASSENGERS: _____ NUMBER OF BUSES: _____

J. DISTANCE: _____ MILES @ _____ PER MILE = \$ _____

K. BUS WILL DEPART FROM: _____ DEPARTURE TIME: _____ AM/PM

L. BUS WILL RETURN TO: _____ APPROX.RETURN TIME: _____ AM/PM

**BY SIGNING BELOW, THE SUPERVISOR AGREES TO ABIDE BY ALL GUIDELINES AS
OUTLINED ON THE BACK OF THIS PAGE.**

Activity Supervisor's Signature _____ Date _____

Request is: _____ Approved _____ Not Approved

Principal's Signature: _____ Date: _____

SIGNED COPIES WILL BE DISTRIBUTED TO: TRANSPORTATION DIRECTOR, REQUESTING SUPERVISOR &
SUPERINTENDENTS OFFICE, HS OFFICE- ORIGINAL COPIES WILL BE FILED IN PRINCIPAL'S OFFICE

CHAPERONE GUIDELINES

GUIDELINES FOR CHAPERONES ON DUTY:

- A. Chaperones will meet with the supervisor daily.
- B. Know “Policies Regarding Student Behavior” and enforce them.
Do not make a major decision without first discussing it at the daily staff meeting or individually with the supervisor.
- C. Emergency situations: immediate rational action may be necessary, when time permits, consult the supervisor.
- D. Keep communication channels open between students, chaperones, bus drivers, and the supervisor.
- E. Daily time schedules will be announced. Please follow them and see that students are punctual in meeting the schedules.
- F. Report any unusual behavior or information to the supervisor.
- G. It is essential that chaperones supervise assigned students and areas to the best of their ability.
- H. The supervisor will set additional guidelines as deemed necessary to provide a safe and meaningful experience for all individuals on the trip.
- I. Chaperones shall not consume alcohol.
- J. Chaperones shall be dressed appropriately for the occasion.

*Supervisor means activity supervisor

FIELD TRIPS AND OVERNIGHT TRIPS

FOLLOW THESE STEPS CLOSELY:

- You must pre-approve all trips/field trips, etc. with the appropriate principal.
- Overnight trips must be approved in advance by the School Board.
- When trips involve a Sunday or Wednesday, the ministerium must be notified one month in advance.
- On overnight trips there must be one chaperone for every 8 students attending. For day trips one chaperone for every 30 students.
- No alcohol or illegal drugs may be used during outings involving students.
- All receipts must be turned in with Claim Forms if reimbursement is to be paid.
- For further requirements please see Policy 610 of the School Board Policy Book.