

**FIELD TRIP AUTHORIZATION  
RENTAL VAN / PRIVATE CAR / WALKING**

- INSTRUCTIONS:**
1. Complete Section 1.
  2. Complete remaining sections that apply, as instructed under Mode of Transportation.
  3. Refer to "Field Trip Processing Cut-Off Dates" for field trip submission deadlines.
  4. Return completed form to the school secretary assigned to processing field trip requests.

**SECTION 1**

School \_\_\_\_\_ Name of Student Group \_\_\_\_\_ Number of Students Involved \_\_\_\_\_

Departure DATE \_\_\_\_\_ Departure TIME \_\_\_\_\_ Return DATE \_\_\_\_\_ Return TIME \_\_\_\_\_

Destination \_\_\_\_\_ Purpose of Trip \_\_\_\_\_

Will a Substitute Teacher be Needed? Yes  No  If Yes, for what period(s) \_\_\_\_\_

Parent Permission Forms will be Completed and On File at School? Yes  (Required for ALL Field Trips)

Field Trip Checklist is Attached? Yes  (Required for ALL Field Trips)

**WHAT MODE OF TRANSPORTATION WILL YOU BE USING? Check one of the following:**

Walking

Other, please specify:  
\_\_\_\_\_  
\_\_\_\_\_

**THE FOLLOWING MODES OF TRANSPORTATION ARE ONLY TO BE USED FOR TRIPS INVOLVING NINE (9) OR LESS STUDENTS**

Private Vehicles – MUST ALSO COMPLETE SECTION 4

Rental Van – MUST ALSO COMPLETE SECTION 2 and 4

Submit Van Notification Form to Support Services Dept.

**IS THIS FIELD TRIP EXTRA-CURRICULAR?** Yes  No

NAME OF TEACHER REQUESTING TRIP (Please Print) \_\_\_\_\_ Date: \_\_\_\_\_

PRINCIPAL'S SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2 – RENTAL VAN**

Name of Person **Picking Up** Van \_\_\_\_\_ Name of Person to Contact for Questions \_\_\_\_\_

If other than above, who will be driving? \_\_\_\_\_ How many vans will you be using? \_\_\_\_\_

Have Van(s) been Reserved? Yes  No  (USE BUDGET RENTAL) If yes, Budget's Reservation Number \_\_\_\_\_

When will the Van(s) be picked up? DAY OF TRIP at (Time) \_\_\_\_\_ **OR** DAY BEFORE at (Time) \_\_\_\_\_

**BUDGET CODE** \_\_\_\_\_

**SECTION 3 – DISTRICT VEHICLES (Motor Pool) - NO LONGER AVAILABLE**

The District Motor Pool has been disbanded. Vans are now being used to transport students to comply with the state's "McKinney-Vento Homeless Assistance Act".

**SECTION 4 – DRIVER DOCUMENTATION**

Volunteer Driving: Volunteer Driver Checklist (Form 8131F) is on file at school? Yes  (REQUIRED)

Teacher Driving: Assurance Statement for Employees (Form 8132F) is on file at school? Yes  (REQUIRED)

**ADMINISTRATION OFFICE**  YES, Request is Approved  NO, Request is **NOT** Approved

**DISTRICT ADMINISTRATOR SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**A COPY OF THIS FORM WILL BE SENT TO NOTIFY SCHOOL OF APPROVAL OR DENIAL**