



APPLICATION FOR STUDENT FIELD TRIP

Field trip requests for out-of-state or out-of-country must be submitted at least 30 days in advance and require preapproval by Cabinet and the Board of Trustees. All others should be submitted at least 10 days in advance and will be placed on the Board agenda as an information item.

Destination: _____

Date of Departure: _____ Departure Time: _____

Date of Return: _____ Return Time: _____

Purpose of Trip: _____

Certificated Member in Charge: _____ Phone Ext: _____

Division/Department: _____ Any Students w/ Special Accommodations? Yes__ (Call PACE X7790) No__

Budget Code: _____

Cash Advance: _____ NO _____ YES Amount Requested \$ _____ PR# _____

(Travel Request and Purchase Requisition Required)

***All DRIVERS must be enrolled in the District's Pull-Notice Program prior to transporting students in a personal vehicle or operating a District owned or rented vehicle.**

No. of Passengers/Participants: _____ Mileage (RT): _____

TRANSPORTATION _____ Meet at site (no District transportation)

COST ESTIMATE _____ District Bus

Vehicle: _____ District Van

Driver: _____ Drivers(s): _____

Other: _____ District Auto (District credit card provided)

Total: _____ Personal Auto (mileage claimed through Business Office)

PERSONAL AUTO ONLY:

I am a District employee or designated volunteer authorized to transport students to and from activities. I understand that I am required to carry insurance on my vehicle with the following minimum limits for each occurrence: (1) Bodily Injury \$50,000/\$100,000 and Property Damage \$25,000 –OR- \$100,000 combined single limit; and (2) Medical Payments Coverage \$2,000 each person. I further understand that my insurance will be primary in the event of a loss.

Signature: _____ Driver's License No.: _____

Insurance Co.: _____ Vehicle Year/Make: _____

APPROVAL: Division Chair/Supervisor _____ Date: _____

Appropriate Vice President _____ Date: _____

Cabinet Pre-Approval _____ N/A _____ Yes _____ Date: _____

Board Pre-Approval _____ N/A _____ Yes _____ Date: _____

Administrative Services _____ Date: _____

Transportation _____ Date: _____