

CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT  
FIELD TRIP/TRANSPORTATION PERMISSION FORM

**Due to Principal 8-10 working days prior to trip.**

Instructor: \_\_\_\_\_ Proposed Date for trip: \_\_\_\_\_

Name of Group / Class: \_\_\_\_\_

Places to be visited/Destination: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of buses needed: \_\_\_\_\_

Other Transportation Requested: Suburban \_\_\_\_\_ Minivan \_\_\_\_\_

Requested Departure Time: \_\_\_\_\_ am/pm Date: \_\_\_\_\_

Requested Return Time: \_\_\_\_\_ am/pm Date: \_\_\_\_\_

Estimated Miles (one way): \_\_\_\_\_

List of Chaperones ( 1 per 15 students) \_\_\_\_\_

Academic Purpose of this trip: \_\_\_\_\_

Have arrangements been made for eating (if necessary)? Explain \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Principal

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Director

Driver Assigned: \_\_\_\_\_

There is a transportation fee charged for activity trips that must be passed on to the student. Rates will depend on time and length of trip and will be set by board policy.

Student Fee for this trip (determined by Supt Office): \$ \_\_\_\_\_ (per student)

\$ \_\_\_\_\_ Total Fee

**REQUIRED PARTICIPANT LIST FILED WITH PRINCIPAL**

Submit to the Principal's office and to all teachers a list of students to be taken on the trip.

Signed Field Trip Permits must be submitted to the office before departure.

**PARTICIPANT RULE**

Any student riding any bus must return on the same bus. The only exception to this would be for the student to return home with his/her parent/guardian, which must be cleared in advance by bus supervisor, principal or the supervisor-instructor in charge, and then only in person by the parent/guardian.