

UNION CITY AREA SCHOOL DISTRICT  
**STUDENT FIELD TRIP FORM**

Office Copy - MS/HS Elem.

Transportation request  
submitted? \_\_\_ yes \_\_\_ no

Field Trip for (group): \_\_\_\_\_ Requested by: \_\_\_\_\_

Going to: \_\_\_\_\_ Number of students: \_\_\_\_\_ Date of event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Leaving at: \_\_\_\_\_ a.m. p.m. Returning at: \_\_\_\_\_ a.m. p.m.

1.  **PRE-APPROVED TRIP** (complete side 1 only)  **NEW REQUEST or revision of pre-approved trip** (complete both pages)

2. Students will travel by (please check appropriate box):  **school bus**

**contracted van**  **school van** (Holds up to 7 passengers including driver.)

Unless a contracted driver is requested, all drivers must be listed on the transportation requisition form and copies of current driver's license must be attached to requisition if not on file in Superintendent's office. (Call Ext. 5454 to determine license status.) A contracted van will be ordered if the school van is not available.

**private vehicle** If travel is by private automobile, the vehicle must be properly insured, and a seatbelt must be provided for each passenger. Following approval, for each vehicle needed, submit to the Business Manager the following: (1) completed "CERTIFICATE OF INSURANCE" form; (2) copy of the driver's AUTO INSURANCE POLICY; and (3) copy of DRIVER'S LICENSE.

**commercial bus** (For non-District-paid events, advisor is responsible to secure bus.)

3. Total cost for this trip excluding transportation: \$ \_\_\_\_\_ Admission to event \$ \_\_\_\_\_

Other costs \_\_\_\_\_

4. Cost to students, parents, etc. for taking this trip: \$ \_\_\_\_\_ Explain: \_\_\_\_\_

5. Students will:  pack lunch  stop for lunch at \_\_\_\_\_ (if applicable)

**CHAPERONES:** List all chaperones going on the trip. DISTRICT EMPLOYEES MUST RECEIVE WRITTEN APPROVAL BY THEIR BUILDING PRINCIPAL/SUPERVISOR. Include address and telephone number for non-District-employed person only. Use separate sheet if more space is needed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**NOTE ON CLEARANCES:** If non-District-employed chaperones are used, clearances are required if they will be ALONE with a student or a group of students at any time. Current\* approved Act 34 and 151 clearances as well as the Act 114 FBI fingerprint check must be received by the District prior to the trip, or they must have non-expired clearances on file at the Administration Office. (Clearances already on file are considered expired when the individual has had a break in service to the District or in which there has been no documented service to the District during the current or previous school year.) Please call Superintendent's Secretary to ascertain status of any clearances on file. (\*Less than one year old.)

Will any non-District-employed chaperones be alone with students at any time as described above? Y N

**SECONDARY ONLY:** Attach list of students by grade who will be on the trip and the amount of classroom instruction time they will be missing.

\_\_\_\_\_  
Principal's Signature of Review (pre-approved trips)

THIS PAGE MUST ALSO BE FILLED OUT FOR NEW or REVISED TRIPS

Field Trip for (group): \_\_\_\_\_ Requested by: \_\_\_\_\_

How will this trip be funded? \_\_\_\_\_

Purpose of Field Trip (goals, specific objectives):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what way(s) does this trip support the curriculum/instruction program? Relate specific curriculum objectives.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overview of trip: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's/Asst. Principal's Signature _____ Date _____	
Do you recommend this trip for approval?    YES    NO	
<b>NOTE: If travel is by private automobile, a copy of insurance policy and driver's license must be attached.</b>	
Signature of Superintendent/Assistant Superintendent _____	Date _____ ____ Approved    ____ Denied