

## Field Trip Request Form

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# of Riders? \_\_\_\_\_

Mini or Regular Bus? \_\_\_\_\_

Is A handicap bus needed? \_\_\_\_\_

Building requesting Trip \_\_\_\_\_

1. What educational objectives does this trip meet for your students?

2. How is this trip connected with/or linked to the unit you are currently teaching in the classroom?

3. What instructional follow-up activities will the students do upon returning from the trip?

4. How will the trip enhance learning more than the regular classroom instruction on this topic or lesson?

Expenses to be paid by:

PO#:

The following adults will Chaperone:

All over night and/or out of State trips must be board Approved

**APPROVED BY:** \_\_\_\_\_

\_\_\_\_\_

Person Requesting Trip

Principal

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Transportation Director

DATE: \_\_\_\_\_

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**UNION COUNTY / COLLEGE CORNER**  
**JOINT SCHOOL DISTRICT**

107 Layman Street, Liberty, IN 47353

Phone 765-458-7471

**TRIP TICKET**

WHO? (Grade, Group, organization)

Destination

SPONSOR or SPONSORS:

TO:

City/State

FROM:

City/State

Pick-Up Location:

DATE OF DEPARTURE:

DATE OF RETURN:

TIME OF DEPARTURE:

TIME OF RETURN:

BEGINNING MILEAGE:

ENDING MILEAGE:

HOURS:

MILES:

Bus/Buses:

Driver/Drivers:

This certifies that the driver(s) above is an authorized school bus or van driver for the Union County/College Corner Joint School District and is conducting this transportation.

This transportation is a school function conducted under the supervision and control of, and at the direction of the Union County/College Corner Joint School District Authorities.

APPROVED BY:

Transportation Director

*John Edge*

Superintendent

DATE:

UNION CO./COLLEGE CORNER JOINT  
JOINT SCHOOL DISTRICT

**SCHOOL BUS CHECK LIST**

**CHECK LIST:**

- 1. Pre-Trip Inspection
- 2. Check condition of body for any damage.
- 3. Check condition of all tires.
- 4: Check condition of inside of, mini-bus, i.e.
  - a. Dirty floor, Seat damage
  - b. Missing interior parts, i.e. Light lens, etc.


**DRIVER RESPONSIBILTY:**

- 1. Transporting any person or persons safely and obeying all traffic laws and policies of the school District.
- 2. Cleanliness and condition of the inside of the bus.
- 3. Exterior condition of the bus.
- 4. No smoking or use of any tobacco products while using vehicle.
- 5. No food or drink shall be consumed within the unit.
- 6. All clothing, equipment, and trash to be removed from vehicle upon return from use.
- 7. No student or person who is not an employee of the school district shall be allowed to drive without permission.
- 8. Record mileage before and after each trip.
- 9. No cleats or spikes of any kind are to be worn in the bus.
- 11. Non-compliance of any of the above can result in denial of further use of the bus.
- 12. All occupants must use seat belts while riding in the a bus equipped with them

**NOTATIONS OR COMMENTS**

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**DRIVER**

**Remember Mini Bus Height Clearance is 10'4"**

Joe Elleman 765-967-2066

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