

1212.02

EXTRA CURRICULAR TRIPS CONTINUED

The principal shall provide the following information (form provided) when requesting transportation.

1. School Name
2. Destination and trip date
3. Educational justification for trip
4. Number of students involved
5. Number of buses desired
6. Desired departure and estimated return time
7. Teacher/Principal in charge

Each trip must also be approved by the Transportation Director to assure that bus(es) are available. The Transportation Director will determine bus availability insuring that regular school educational processes and schedules are not adversely affected and that no more runs may be scheduled than available spare buses permit.

Each trip must be approved, prior to the trip, by the Superintendent or Transportation Director.

Planning is essential to assure that all required steps are met prior to a scheduled trip.

1202.02

EXTRA CURRICULAR BUS TRIPS

MINGO COUNTY SCHOOLS
REQUEST FOR EDUCATIONAL TRIP

SCHOOL _____ DATE _____

DESTINATION OF TRIP _____

DATE OF TRIP _____

EDUCATIONAL JUSTIFICATION FOR TRIP _____

NUMBER OF STUDENTS _____ NUMBER OF BUSES DESIRED _____

DESIRED DEPARTURE TIME _____ ESTIMATED RETURN TIME _____

TEACHER/PRINCIPAL INVOLVED _____

APPROVAL OF ASSISTANT SUPERINTENDENT _____

APPROVAL OF TRANSPORTATION DIRECTOR _____

BOARD OF EDUCATION APPROVAL DATE _____