

# Field Trip Request Form

- Briggs Elementary School District:     Briggs     Oliveland
- Golden Valley Charter School
- Mesa Union School District
- Mupu Elementary School District
- Santa Clara Elementary School
- Somis Academy Charter High School
- Somis Union School District
- Ventura Charter School of Arts and Global Education**

Trip Date \_\_\_\_\_ Destination \_\_\_\_\_

Type of Activity:     Learning Activity     Athletic Activity     Other (please describe) \_\_\_\_\_

Academic Focus/Purpose of Trip \_\_\_\_\_

Lunch Request    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
                                 Sack                  Cafeteria                  Other

Transportation:     Walking     Vehicle: Bus \_\_\_\_\_    Contract Bus \_\_\_\_\_    Van \* \_\_\_\_\_    Private Car \* \_\_\_\_\_

Number of Students \_\_\_\_\_ Chaperones \_\_\_\_\_ Drivers \_\_\_\_\_

Departure time from School \_\_\_\_\_ Departure time from Destination \_\_\_\_\_

Bus to remain with group?     Yes     No    Driver's Proof of Liability on File \_\_\_\_\_

List any other planned stops \_\_\_\_\_

Teacher(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

Cost \_\_\_\_\_ Funding Source \_\_\_\_\_ Bill to \_\_\_\_\_ Account # \_\_\_\_\_  
(Program or Resource #)

Approved  Yes     No    Board Action  Yes     No    Date of Board Action \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Principal's or Superintendent's Signature \_\_\_\_\_

**Driver's Use Only**

Check in Time \_\_\_\_\_

Ending Odometer \_\_\_\_\_ Departure time from school \_\_\_\_\_

Beginning Odometer \_\_\_\_\_ Return time to school \_\_\_\_\_

Odometer difference \_\_\_\_\_ Check out time \_\_\_\_\_

**Use for Split Trips Only**

Ending Odometer \_\_\_\_\_ Departure time from school \_\_\_\_\_

Beginning Odometer \_\_\_\_\_ Return time to school \_\_\_\_\_

Odometer difference \_\_\_\_\_ Check out time \_\_\_\_\_

**BSA Office Use Only**

_____	x	_____	=	_____
Hours		Rate		
_____	x	_____	=	_____
Miles		Rate		
				TOTAL _____

**District's Routing Instructions**

- \_\_\_\_\_ Teacher(s) mark your calendars to avoid conflicts
- \_\_\_\_\_ School Office Staff
- \_\_\_\_\_ Kitchen Staff
- \_\_\_\_\_ Other (List) \_\_\_\_\_

\* Driver of his/her personal vehicle must submit an Employee/Volunteer Personal Vehicle Use form to the district office prior to trip.  
White – Transportation Department    Yellow – BSA Office    Pink – District Approved Copy    Gold – Originator's Copy