

**ELK RAPIDS SCHOOLS
FIELD TRIP REQUEST FORM**

Instructions

Complete ALL information requested in **RED** underlined fields.

1. Press "Save AS" to "My document or file of your choice"
2. E-Mail this saved file as an attachment to your Principal/Supervisor for approval.
3. Principal/Supervisor emails approved FT request to cbrokaw@erschools.com with a cc to your Building Secretary.

Transportation will print your approved request and send email confirmation to Requester, Principal and your building secretary.... PLEASE DO NOT FAX OR SEND A HARD COPY.

Revised 7/12/18

1. Type of Field Trip: Regular _____ Extended _____
2. Date of Trip: _____
3. Number of Students _____ Number of Adults _____ Number of Buses _____ (65 or 76 pass)
4. Supervising Teacher(s) _____
(Please Use First and Last Names)
5. Destination #1 _____ (If more than one destination please list below)
6. Estimated Round Trip Mileage _____
7. Departure Time _____ Pickup for Return Trip _____ School E.T. Arrival _____
8. Do you require the Driver to stay with you and the students? Yes _____ No _____
9. Estimated Time of Entire Trip _____ Hours, Plus $\frac{3}{4}$ Hour Pre-Post Trip= _____ Hours Total
10. Departure Point _____ Trip Approved by _____

TO ESTIMATE THE COST OF YOUR TRIP

Cost per hour is \$16.67 Extended trips may be billed for additional mileage cost of \$0.70 per mile (All Trips start and Finish at the bus yard).

IF A RUN IS OVER 3 HOURS, A MEAL COST COULD BE APPLIED (with receipt only)

Meals: Morning up to \$6.00

Lunch up to \$7.50

Dinner up to \$15.00

It is Elk Rapids Transportation Policy for Field Trips if canceled will need to be called in 3 hours prior to the scheduled time of trip.

Elk Rapids Transportation Field Trip Policy is as follows: If we are not notified 3hrs in advance of a trip, you will be billed for ½ of cost. If the trip is not cancelled prior to the designated pre-trip start time (45 minutes prior to your trip) then you will be billed for 100% of the field trip request time only.

Please call Carol Brokaw-Burry, Transportation Director at (C) 231-409-3540 if this situation does occur.

Thank you,
Carol Brokaw-Burry
Transportation Director