



Mio AuSable Schools—Field Trip and Transportation Request Form

COMPLETED REQUEST FORM MUST BE IN THE OFFICE AT LEAST TWO WEEKS PRIOR TO THE TRIP.

Submit this form as required by Mio AuSable Schools Board Policy 2340. This form is for one day trips only. All overnight/out of state trips must be approved by the Mio AuSable School Board.

Trip Information		
Date of Trip:	Group/Grade:	
Teacher Name:	Departure Time:	Return Time:
Destination:		
Street Address:		City:
Number of Students:	Number of Teachers/MAS Employees:	Number of Volunteer Chaperones:
Cost Charged per Student:		
Lunch Plans if Applicable:		
Briefly describe the purpose of this trip and its relation to the curriculum:		

Administration Approval	
Principal Signature:	Date:
Superintendent Signature:	Date:

Transportation	
Number of Buses Requested:	List other type of transportation if bus not requested:
Cost of Transportation:	

THIS SECTION TO BE COMPLETED BY BUS DRIVER		
Starting Mileage:	Ending Mileage:	Miles Traveled:
Starting Time for Pre-trip:	Finished Time:	Total Hours:
Driver Signature:	Transportation Supervisor Signature:	
FOR OFFICE USE ONLY	EXTRA TRIPS 11.1271.1611.000.0000.00000.0008	

Teacher Responsibilities for Field Trips

- List of all individuals on field trip must be given to the bus driver. This includes all student names, staff names and chaperone names on the bus. This list must be given to the driver prior to leaving Mio AuSable Schools for destination and the list must be updated if necessary before returning from the destination.
- Must be accessible by cell phone at all times.
- Ensure that activities follow the approved itinerary.
- Enforce applicable behavior rules and consequences.
- Contact the principal as soon as possible if an emergency occurs.
- Ensure adequate supervision of all students.
- Store any medication in a safe and secure location and administer medication in accordance with law, board policy, and local procedures.
- Ensure any parents or other non-employee chaperones on the trip meet the district's requirements for volunteer approval including a criminal background check.
- Advise parents about the specifics of the trip and receive written permission from the parent/guardian for any student on the trip.