

# Saranac Community Schools

## Trip Transportation Request Form (effective - Jan 1<sup>st</sup>, 2015)

The Transportation Director must receive approved requests by noon on Thursday of the week prior to the trip to ensure that the appropriate vehicle(s) and driver, if applicable, will be available.

Today' Date: \_\_\_\_\_ Class / Group: \_\_\_\_\_

Activity: \_\_\_\_\_

Destination: \_\_\_\_\_

Departing from: \_\_\_\_\_

Date of Event: _____	_____ No. of Buses Requested
Time of Departure: _____	_____ No. of Vans Requested
Arrival at Destination: _____	_____ No. of Adults
Leave Activity Site: _____	_____ No. of Students
Returning to School at: _____	_____ No. of Participants

Other notes:

\_\_\_\_\_  
Signature of Person making the Request / DATE

\_\_\_\_\_  
Principal's Approval / DATE

\_\_\_\_\_  
District Office Approval / DATE

\_\_\_\_\_  
Copy sent to the Transportation Director

\_\_\_\_\_  
Copy sent to the Food Service Director

### **Please Note:**

- ➔ **Bus field trip requests will be charged \$2.00 per mile, per bus, for fuel and maintenance costs, plus driver expenses. (\$53.00 for the first 3 hours, \$14.00 per hour thereafter)**
- ➔ **Van field trip requests will be charged the current IRS rate of \$0.575 per mile, per van, for fuel and maintenance costs.**
- ➔ **Van school business requests (visitations, committees, professional development) will not be assessed a fee for fuel and maintenance.**