## HAYWOOD COUNTY SCHOOLS REQUEST FOR INSTRUCTIONAL FIELD TRIP SINGLE DAY TRIPS

Form revised June 02, 2016		Board Policy: 3320		
Requesting School:	Grade:	No. of Students:		
Teacher in Charge:				
Date of Trip:	Date of Return:			
Purpose:				
Length of Trip (miles):				
Time of Departure:	Time of Return:			
Destination (town and site to be	visited:			
Vehicle Type: Vehic	e Not Needed			
Regul	ar Bus Number			
Activi	ty Bus Number			
Chart	er Bus Company			
Travel/Transportation Agence				
C. I I NT NT. 4°6° - 1.				
School Nurse Notified:	Date			
	Date			
Actual Driving Time:	Stand-by Time (if	any):		
The fee for using a bus is the responsibility of the school using the bus. Contact the Transportation Department for the current rate. Trip mileage should be reported to the cost clerk at the Transportation Department.				

Teacher	Date	Principal	Date
(Submitted by)		(Approved by)	

Briefly answer the following:

1. Describe and/or list <u>all</u> the activities of this trip with an estimated time schedule and route.

2. List the lead-up activities you are planning in preparation for this trip.

3. In what way(s) does this trip relate to the curriculum for your grade and/or subject?

4. What follow-up and evaluation activities are planned?

5. How will students be supervised and <u>what will be the staff-student ratio</u> or reasonable precautions provided?

6. List any special medical concerns of participants.

(Please list the code or the fund source that will be used to pay for the bus and the driver.)