

REYNOLDS SCHOOL DISTRICT FIELD TRIP REQUEST

Trip Date

Reason For Trip

Trip Type Reimbursable trips are an extension of the classroom (a lesson plan MUST be attached to the the Field Trip Request) and will be billed at 30%. Non-reimbursable trips are; athletic trips, competition drama, music, etc, traveling beyond 100 miles from the Oregon border, summer school transportation and any other trip that is not an extension of the classroom, will be billed at 100%.

Origination From (School Name) Departure Date Return Date

Departure Time From Origination Site Arrival Time At Destination Departure Time From Destination

Where should the buses load at the Originating School

Allowable Field Trip Hours: 8:30am-2:00pm. On Late Start Days Hours Are: 9:40am-2:00pm

Destination

Destination Address

of Adult Males # of Adult Females # of Students Grade Level # of Wheelchairs

of Vehicles (Buses) Vehicle Capacity: 84 Elementary students (3 students per seat); 65 Middle School students (2.3 per seat); 56 High School students (2 per seat) - **WE TRY TO KEEP MAXIMUM BUS CAPACITY TO 50-55 PEOPLE PER BUS**

Will you need a bus with under storage?

Contact (Teacher's Name) Contact Phone Number(Teacher's Cell Phone #)

Payment Information Budget #

Grant Name & Number

Outside Source (Contact Person, Billing Address & Phone #)

Is the outside payment source, providing a service as a partnership to us:

You are responsible for lodging and meals for Reynolds and/or Charter company driver(s).

Before you schedule your field trip please review the Reynolds School District Policy [here](#), to determine if school board approval is required.

If Reynolds School Board approval is required, please attach the approved RSD Board Meeting Minutes.

I (the teacher) understands and have reviewed the bus rules with my students. *****Be sure to review attached web links*****

<http://policy.osba.org/reynolds/e/eeacc%20g1.pdf> http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_581/581_053.html

Teacher's Signature Date

Administrator's Approval Date