



Bucyrus City Schools

TRANSPORTATION DEPARTMENT

455 Redmen Way, Bucyrus, OH 44820

Telephone: (419)562-0003

**Bucyrus City Schools Field Trip Request Form**

(instructions on reverse side)

Teacher/Advisor Name: Brent Carpenter  
Subject/Class/Group: HS Band (3 students) → Tiffin University Drumset Day  
Date of Trip: 11/4/22 HS Band Destination: Tiffin U  
Time of Departure: 7:00 am Time of Return: 4:00 pm

*\* No transportation required! Students are providing their own!*

Step 1 – Initial Request	
(to be completed by requesting staff member)	
purpose of trip	<u>Educational opportunity, Drumset clinics, masterclasses</u>
grade level(s)	<u>10-12</u>
number of students	<u>3</u>
note special needs	<u>NONE</u>
staff member(s) attending	sub needed
<u>Brent Carpenter</u>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> Y <input type="checkbox"/> N
trip to be funded by: (Please note if requesting district to cover costs.)	
<u>No cost</u>	
<u>Free registration</u>	
<u>Jay - 10/10/22</u>	
principal's signature required before sending to transportation office for Step 2	

Step 2 – Estimated Costs	
(to be completed by transportation director)	
bus cost (\$2.50 per Mile):	
driver rate (\$22.00/HR)*	
*Subject to overtime and double time	
Substitute Staff Costs:	
certified sub:	<u>(\$170.00 / Day)</u>
classified sub:	<u>(\$18.00 / HR)</u>
total estimated cost	
(Submit a requisition for the above amount)	
date returned to teacher/advisor	

**Step 3 Final Approval**

(Submit this form to the superintendent's office after completing a purchase request if required.)

Request Approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

Superintendent Signature

Date

## GENERAL INSTRUCTIONS

Staff Member/Advisor will complete the top portion of the Field Trip Request Form *at least three (3) weeks* prior to the anticipated trip.

### **Step 1 – INITIAL REQUEST / PRINCIPAL’S APPROVAL**

This section requires the principal’s signature before being forwarded to the transportation office. Please consult with transportation office in advance of principal’s approval for any questions or special needs involved.

### **Step 2 – ESTIMATED COSTS**

The transportation office will complete step 2. The form will then be returned to the teacher/advisor.

### **Step 3 – SUPERINTENDENT’S FINAL APPROVAL**

- a. For trips with costs not covered by the District, the advisor must complete a requisition to vendor #900205 and state the group attending, the date of the trip, location, and the “estimated cost” in the description area.
- b. The advisor must submit the request to the superintendent for final approval and signature.

### **Step 4 – TRIP ASSIGNMENT**

Once approved by the superintendent, the transportation director will assign the driver(s) and add the event to the transportation calendar.

### **Step 5 – ACTUAL COSTS / INVOICING**

Once the trip has been completed, the transportation department and central office will calculate final costs and produce an invoice for trips not being funded by the District.

Notes:

Students are able and willing to provide their own transportation to the Tiffin V Drumset Day.