



**GRANT PARISH SCHOOLS
REQUEST FOR SCHOOL SPONSORED TRIP**



Date of Request _____ Person Completing Form _____
(Request must be received at the central office 2 weeks prior to trip or request will be denied.)

School Name _____ Organization _____

Destination _____ Address _____

Departure Date/Time _____ Return Date/Time _____

Purpose (circle one): Academic Athletic Band

Objective _____

Cost of trip per student \$ _____ Is lunch included in cost? _____ If not, what is the cost of lunch? \$ _____

Sponsor _____ Position/Title _____

Chaperons _____

Trained Medical Personnel _____

Trip Passengers: (enter #) _____ Adults _____ Students _____ Special Needs _____ Wheelchairs _____

Total Passengers _____ (A student roster must accompany this form.)

Miles Traveled (Round trip) _____ @ \$.85 per mile = \$ _____ to be paid to the Grant Parish School Board Transportation Department.

Bus Number _____ Bus Driver _____ Bus Driver Pay _____

Bus Number _____ Bus Driver _____ Bus Driver Pay _____

Driver(s) should be provided with student roster including emergency contact information.

Driver pay should be sent to the central office bookkeeping dept. with an additional 20% to cover employer costs.

PLEASE COMPLETE PART B IF YOU ARE USING YOUR OWN VEHICLE.

PART B	
Driver Name _____	
Driver's Insurance Carrier _____	
Driver must be at least twenty-one years of age. Driver must attach proof of insurance and a copy of valid drivers' license.	
The undersigned driver understands that his/her insurance is primary and will be held responsible for any liability resulting from this trip.	
_____ Driver's Signature	_____ Date

APPROVAL

(1) Sponsor's Signature

(2) Principal's Signature

(3) School Nurse Signature

(4) Special Ed. Supervisor Signature

(5) Transportation Manager Signature

(6) Superintendent's Signature

(Do not send to the central office without signatures 1, 2 and 3.)

To be completed by Transportation Dept.		
Request ID # _____	Invoice # _____	Payment Received _____
Trip ID # _____	Invoice Mailed _____	