

OLDHAM COUNTY BOARD OF EDUCATION  
ADMINISTRATIVE REGULATION – 8005.01-F

FIELD TRIP/BUS REQUEST

Related to Board Policies 8005; 4055  
Related to 8005.001-AR; 8005.001-F

OVERNIGHT  EXTENDED DAY  DAY TRIP ONLY   
(Same day but extends beyond the school day)

School \_\_\_\_\_

Employee(s) In Charge \_\_\_\_\_ Group \_\_\_\_\_

Destination \_\_\_\_\_

Date(s) of Trip \_\_\_\_\_ Time of Departure \_\_\_\_\_

Time of Return \_\_\_\_\_ Approximate Mileage (one way)\* \_\_\_\_\_

Approximate Number of Students \_\_\_\_\_

Number of Chaperones/Adults \_\_\_\_\_

TOTAL TRANSPORTED \_\_\_\_\_

Number of Buses \_\_\_\_\_ **{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}\*  
\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)**

Method of Transportation (if not by school bus) \_\_\_\_\_  
*\*Common Carriers must be Board approved and should have the 8005.02-F accompanying this form\**

Trip Required or Optional \_\_\_\_\_ If optional, indicate student charges:  
Transportation (mileage, driver) \$ \_\_\_\_\_  
Admissions \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Number of Instructional Days Lost \_\_\_\_\_

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Approved/Disapproved \_\_\_\_\_, Principal Date: \_\_\_\_\_

Approved/Disapproved \_\_\_\_\_, Level Director Date: \_\_\_\_\_

Approved/Disapproved \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

\*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent. **ALL** overnight field trips must be approved by the school board and Superintendent. Upon approval, the school will receive an approval letter from Superintendent.

Adopted: September 2, 1980 Revised: June 19, 1998 Revised: March 25, 2004 Revised: June 28, 2007 Revised: July 17, 2015  
Revised: February 1, 1985 Revised: June 9, 1999 Revised: March 22, 2005 Revised: March 11, 2008  
Revised: September, 1991 Revised: November 23, 1999 Revised: July 27, 2005 Revised: July 16, 2008  
Revised: April 29, 1996 Revised: April 2, 2001 Revised: August 10, 2006 Revised: February 4, 2014