

**RIVERSIDE LOCAL SCHOOLS TRANSPORTATION DEPARTMENT
FIELD TRIP APPLICATION**

ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE AT LEAST 10 DAYS PRIOR TO DEPARTURE DATE-
EARLIER IF POSSIBLE

Date of Application _____ Teachers Name _____

Building _____ Grade _____ Date of Trip _____

Departure Time From School _____ Return Time to School _____
(ALL SCHOOL DAY FIELD TRIP BUSES MUST BE BACK AT THE BUILDING BY 1:45)

Destination _____ Phone _____

Address _____

Person in Charge of Trip _____ Phone _____

Purpose of Trip _____

.....
Teachers/
How many Chaperones? _____ Students? _____ Total Passengers _____

Will this trip be paid by the Parent Teacher Organization? Yes No
(Approximately 50 passengers per bus) Total # of Buses Needed _____

***Note-if there is a parking or driver admission fee, person in charge of trip will be responsible for payment. Bus parking should be arranged prior to trip.**

Has Bus Parking Been Arranged? _____ Map Attached? _____

Have Food Stops Been Arranged and Where? _____

Location for Student Pick Up at School _____

IS THERE SPECIAL EQUIPMENT REQUIRED? Yes No Students Name _____

Yes No Students Name _____ Yes No Students Name _____
(If there are additional students, please list on the back)

Approved by Principal _____ Date _____
.....
(Transportation Office Use Only Below This Line)

Approved by Transp. Director _____ Date _____ Billed _____ Waived _____

FINAL PAYMENT MUST BE MADE TO THE RIVERSIDE LOCAL SCHOOLS TREASURERS OFFICE
UPON COMPLETION OF FIELD TRIP-585 Riverside Drive Painesville Ohio 44077

Field Trip Rate \$25.00 per hour
Mileage Rate \$ 1.54 per mile
(Remember to add 1 hour extra to cover drivers travel time and clean up time)