

RIVERSIDE LOCAL SCHOOLS TRANSPORTATION DEPARTMENT  
FIELD TRIP APPLICATION

2009-2010

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

*(SEE NOTE AT BOTTOM OF APPLICATION)*

.....  
Date of Application \_\_\_\_\_ Teachers Name \_\_\_\_\_

Building \_\_\_\_\_ Grade \_\_\_\_\_ Date of Trip \_\_\_\_\_

Departure Time From School \_\_\_\_\_ Return Time to School \_\_\_\_\_

Destination \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Directions Included? \_\_\_\_\_

Person in Charge at Destination \_\_\_\_\_

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

(71 Passenger Bus = 3 to a seat or 48 if 2 per seat) 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 \_\_\_\_\_

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                                        \$ 2.60 per mile

(Remember to add 1 hour extra to cover drivers travel time and clean up time)

**Note\*-After you receive the trip estimate, you  
must notify the Transportation Office  
with the Purchase Order # prior to the  
trip departure.**