

WASHINGTON COUNTY DEPARTMENT OF EDUCATION

Jonesborough, Tennessee

School Educational OVERNIGHT Trip Authorization*

_____ Date of Request

School _____ Date of Trip _____

Estimated Time of Departure _____ and Return _____

Total Time Away _____

Destination(include location) _____

Teacher _____ Class _____ Grade _____

Chaperones _____ Number of Students Involved _____

_____ Estimated Total Miles (Both Ways) of Trip _____

Bus Driver _____ Bus Number _____

Will the chaperones have a list (roll) that they are responsible for? _____

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? _____

Will you have on file parental release forms signed by parents or legal guardians? _____

Explain the educational value of this trip:

Total Cost Estimate: _____

Plans for meeting the costs: _____

Transportation cost for education trips shall be calculated in the following manner:

\$8.00 per hour for driver (2 hour minimum)

1.00 per hour to cover fixed charges (SS, Retirement, etc.)

\$9.00 Total to be remitted to the Central Office

Reimbursement for the bus and fuel shall be made at the rate of \$.75 per mile.

Principal's Signature

Date

*Refer to Board Policy 4.302

Director of Schools Signature

Date