

WASHINGTON COUNTY DEPARTMENT OF EDUCATION
Jonesborough, Tennessee

School Educational Trip Authorization*

School _____ Date of Trip _____ Date of Request _____

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 _____

Has the cafeteria manager been notified about the lunch count? _____

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 the trip:

Transportation cost for educational 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 per hour

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

Principal's Signature

Date

*Refer to Board Policy 4.302

Director of Schools's Signature

Date

Updated 10/24/2019