

FIELD TRIP/BUS REQUEST FORM

Today's date: _____ Date of Trip: _____

Alternate Date: _____

Destination: _____

Time of Departure: _____ Return: _____

Pick-up Location: _____

Number of passengers (including chaperones/teachers): _____

Number Buses Needed (Cap. 50) _____ Wheelchair Bus Needed Yes/No (circle one)

Requesting Teacher & class: _____

Cost to students (if applicable): _____

Chaperones: _____

Substitute Coverage Needed: *Please list all staff members attending field trip (including paraprofessionals and be sure to indicate duty responsibility.*

Name _____	1 2 3 4 5 6 7 8	Duty _____
Name _____	1 2 3 4 5 6 7 8	Duty _____
Name _____	1 2 3 4 5 6 7 8	Duty _____
Name _____	1 2 3 4 5 6 7 8	Duty _____
Name _____	1 2 3 4 5 6 7 8	Duty _____
Name _____	1 2 3 4 5 6 7 8	Duty _____

Instructional Value: _____

Signature of Teacher: _____ Date: _____

Signature of Principal: _____ Date: _____

NOTE: *A roster must be completed and returned along with field trip request form. Attendance must be completed before departure.*

Bow High School
55 Falcon Way
Bow NH 03304
(603)228-2210 Fax (603)228-2212

After your field trip has been approved by the principal, complete this checklist.

Field Trip Checklist

Prior to Trip

- Field Trip Permission Form.
- Notify school nurse with the list of students who may be participating. This should be done **at least 1 week** before your trip.
- Medication management person for routine medications. _____
- Medication management person for EMERGENCY medications. _____
- First Aid and CPR person _____
- Chaperones: _____

Will Special Accommodations be needed? i.e. crutches, wheelchair Yes/No (If Yes, Explain)

Transportation

- Bow School District Bus
- Contracted transportation
- Private transportation (private car or van - may not exceed 12 passenger size)
- Proof of adequate insurance for driver on file at SAU

Principal's Signature _____

School Nurse's Signature _____

Day of Trip

- First Aid Kit
- Medications and medical supplies
- Attendance Roster to the main office
- Phone number where you can be reached – provide to main office