

**Wm. S. Hart Union High School District Regional Occupational Program
FIELD TRIP REQUEST**

**MUST BE SUBMITTED TO YOUR ADVISOR AT LEAST ONE MONTH PRIOR TO TRIP
OVERNIGHT TRIPS REQUIRE 60 DAYS TO APPROVE
(Submission of form does not insure approval)**

Teacher: _____

Class: _____

Date of Trip _____
(No trips on school special event days, during last two weeks of school, or STAR testing dates)

Destination: _____

Pick Up/Return Location: _____

Pick up Time (Time bus leaves from pick up location): _____

Depart from Destination Time: _____

Drop at Return Location Time: _____

Method of Transportation: _____ (Bus or District Vehicle)

of Students _____ # of Adults _____

Curriculum area of trip's relevance: _____

Amount estimated in current class year budget for trip: _____ \$

Teacher Signature _____ Date

Advisor Signature _____ Date

Office use only:

_____ Approved _____ Disapproved

Comments: _____



Hart District Regional Occupational Program

ROP FIELD TRIPS

Book transportation needs at least one month in advance (your earliest booking increases bus availability). **OVERNIGHT TRIPS REQUIRE AT LEAST 60 DAYS TO APPROVE.**

- 1) Confirm budget for field trip
- 2) Submit request through your advisor and include the following:
 - Date(s) of Trip
 - Names of Classes/Teachers Participating
 - Departure/Return Site
 - Time of Departure from School/Time of Return to School
 - Destination/Address
 - Purpose of Trip
 - Number of Students Participating
 - Type of Vehicle Desired
- 3) Work with your advisor to complete field trip permission slips for your students. Two forms per student are required if students will miss other classes while attending the trip.

District Van

8 passenger maximum (includes driver)

Include driver's name - May be driven only by Hart District Employees with Driver Clearance

After your trip has been confirmed by your advisor, coordinate pickup of vehicle and keys by contacting Transportation at 661.259.0033 x339. Do not contact Transportation directly until after the trip has been confirmed.

Bus

After your trip has been confirmed by your advisor

- You are responsible for confirmation. Check the trip report online one week prior to trip at http://www.hartdistrict.org/files/docs/Transportation_Weekly_Trip_Report.pdf.
- You are responsible for confirming cancellation if you cancel your trip. If you fail to cancel a scheduled bus and/or your class doesn't show up at departure time, your budget will be charged the cancellation fee which may be equal to the full quoted cost.

AFTER HOURS PHONE NUMBER FOR TRANSPORTATION

Forsythe Transportation

661.288.0400