



Toledo School District Trip Request Instructions

Travel is one way we provide opportunities and meaningful experiences for students. Travel is also one of the most difficult things we do with students. In addition to providing experiences, we're also responsible for ensuring a safe environment. If the travel involves an overnight stay, it requires supervision on a 24-hour basis. Travel with groups of students must be well-planned and scheduled.

This packet is intended to assist trip sponsors in planning successful trips with students and communicating the details of the trip to the team that supports travel from home. In order for a trip to be sponsored by the district, this packet must be completed in its entirety. If you are unsure of any information, seek assistance from your building principal.

As a trip sponsor, you are responsible for completing and submitting all needed forms and purchase requests prior to consideration of your trip. It is wise to plan your trips annually and to discuss them with your supervisor prior to completing all of the requisition forms. Once completed and approved by the building principal, trip sponsor will submit copies of all trip packets to the district office, including day trips (original completed packet should be retained with trip sponsor). The trip sponsor is responsible for routing van and bus requests to the transportation supervisor.

If travel is overnight, the packet must be received by the district office prior to the second Monday of the month for consideration and inclusion in that month's board agenda. Those received after the second Monday will be placed on the following month's agenda. Trip sponsors are advised to plan accordingly.

The trip sponsor will be expected to present the trip proposal to the board in person. If the trip sponsor is unable to attend the meeting they will need to have a representative come in their place. No overnight trips may take place without prior Board approval.

The trip sponsor will be responsible for seeing that the trip is conducted in accordance with district policy and procedure and all laws and regulations pertaining to public school operations.

Transportation:

Transportation is a contract service to our groups. The driver is not a chaperone. The driver's duty is to safely transport participants to scheduled venue(s) and to manage and direct the operation of the vehicles assigned to the trip. Each driver needs a private room (for overnight trips), a stipend for meals (issued by the District Office), and a stipend for parking (issued by the District Office). These items are to be arranged by the trip sponsor in advance of the trip.

Trip Sponsor and Chaperones:

The trip sponsor is responsible for all arrangements. In addition, the trip sponsor is the lead chaperone and supervises all aspects of the trip and the chaperones under his/her direction. All adults listed as chaperones must complete, and pass, a volunteer background check through the district office. These chaperones are under the direction of the trip sponsor for the duration of the trip. Just as students are not allowed to possess or use vaping devices, alcohol, marijuana or tobacco on district sponsored trips, chaperone are not allowed to be in possession of or use vaping devices, alcohol, tobacco or marijuana during the trip. For more information regarding trips, please refer to Board policy 2320.

Community members who are not participants (by permission slip) or chaperones (as scheduled in this packet) may attend the trip event, but may not utilize any district resources during their participation (transportation, meals, lodging, tickets, etc.). This includes children and family members of the trip sponsor and chaperones.

District forms package checklist:

- Field Trip Request Form
- Field Trip Budget
- Transportation Request Form
- Field Trip Roster (List of students & chaperones- 1 per 10 students)
- Field Trip Permission/Medical Authorization Forms
- Travel Expense Claim Form (meal money - 1 for students & 1 for employee)
- All related purchase requests submitted to Skyward for approval
- Notice to kitchen (written)
- Information to Parents
- Substitute/Supervision Coverage
- No conflicts with athletics or other school district events

Toledo School District Trip Request Form

*Must be completed and turned in by the second Monday of the month to ensure inclusion in the current month's board agenda.

Trip Sponsor: _____ Date: _____

Club or Activity _____

Destination: _____

Date of Trip: _____

Educational Objective/ Purpose of Trip: _____

- I will be requesting a district credit card for meals.
- I will be requesting a check for meals.
- No meal money will be requested for this trip.

Overnight trip? ___ Yes ___ No * If yes, Board approval is required.*

Requested Board Meeting Date: _____

Trip Sponsor Signature Date: _____

Principal or Supervisor Date: _____

Superintendent Date: _____

Request Approved ___ Denied ___ Other ___

Recorded in board minutes date(s): _____

**TOLEDO SCHOOL DISTRICT TRANSPORTION
VAN REQUEST FORM**

Please call the **Transportation Department at 864-2393** to verify van availability prior to completing this form. Complete a separate form for each van needed - vans will hold up to 8 people. **Van use is subject to availability. Please submit van requests as early as possible, prior to travel.*

Requested by: _____ Date of Request: _____

Driver Name: _____ Number of students traveling: _____

Leave Date/Time: _____ Number of adults traveling: _____

Return Date/Time: _____ Cell Phone -- Emergency Contact: _____

Destination: _____

Purpose of Trip: _____

Charge to Budget Code: _____

Building Administrator/ Supervisor Approval

Date

Upon supervisor approval of van use, fax form to the **Transportation Department** at 864-3623 or send interoffice mail.

Please complete the following trip information and return form to the Transportation Department with the van keys and gas card (if provided).

Assigned Van: _____

Departing Mileage: _____

Returning Mileage: _____

Total Miles traveled: _____

Signature verifying total miles traveled

TOLEDO SCHOOL DISTRICT - TRANSPORTATION DEPARTMENT
2017 / 2018 BUS REQUEST FORM

One request form is required for each trip requested.

Requests should be submitted at least **10 business days** in advance of trip date.

Transportation cannot guarantee a specific bus or driver.

Current Date _____ Date of Trip _____ No. of Regular Buses Requested _____

Seating Guidelines: Please call Dispatch at 360.864.2393 to determine number of buses required for safety.

Requested Leave Time _____ Leave Destination _____ Return to School _____

Pickup Location _____ Other Location _____

Destination _____

Physical Address of Destination MUST be provided

Physical Address _____

Number of Student Passengers _____ Grade _____ Adults / Coaches _____

Do you require an additional wheelchair bus? _____ If Yes - Name of Student _____

Special Accommodations _____

Other Accommodations _____

Requested By _____ Extension # _____ Cell # _____

Type of Trip _____ Specify Group or Team _____

Principal/Supervisor Signature _____ Account Code _____

WAC 392-145-021 When a teacher, coach, or other certificated staff member is assigned to accompany students on a school bus, such person shall be responsible for the behavior of the students in his or her charge, and shall ensure that passengers comply with state rules, district policies and district procedures for student transportation. **However, the school bus driver shall have final authority and responsibility**

Toledo School District Field Trip Roster

Group: _____

Trip _____

Destination: _____

Date(s) _____

		26.
1.		27.
2.		28.
3.		29.
4.		30.
5.		31.
6.		32.
7.		33.
8.		34.
9.		35.
10.		36.
11.		37.
12.		38.
13.		39.
14.		40.
15.		
16.		
17.		
18.		
19.		
20.		Chaperones (1:10)
21.		Lead Chaperone:
		Phone:
22.		
23.		
24.		
25.		

TOLEDO SCHOOL DISTRICT

Field Trip Permission Form

Your student is scheduled to attend a field trip to: _____

Date	_____	Time	_____
Location	_____		
Cost	_____		
Transportation	_____		
Notes	_____ _____ _____ _____		

Please return this permission slip by: _____

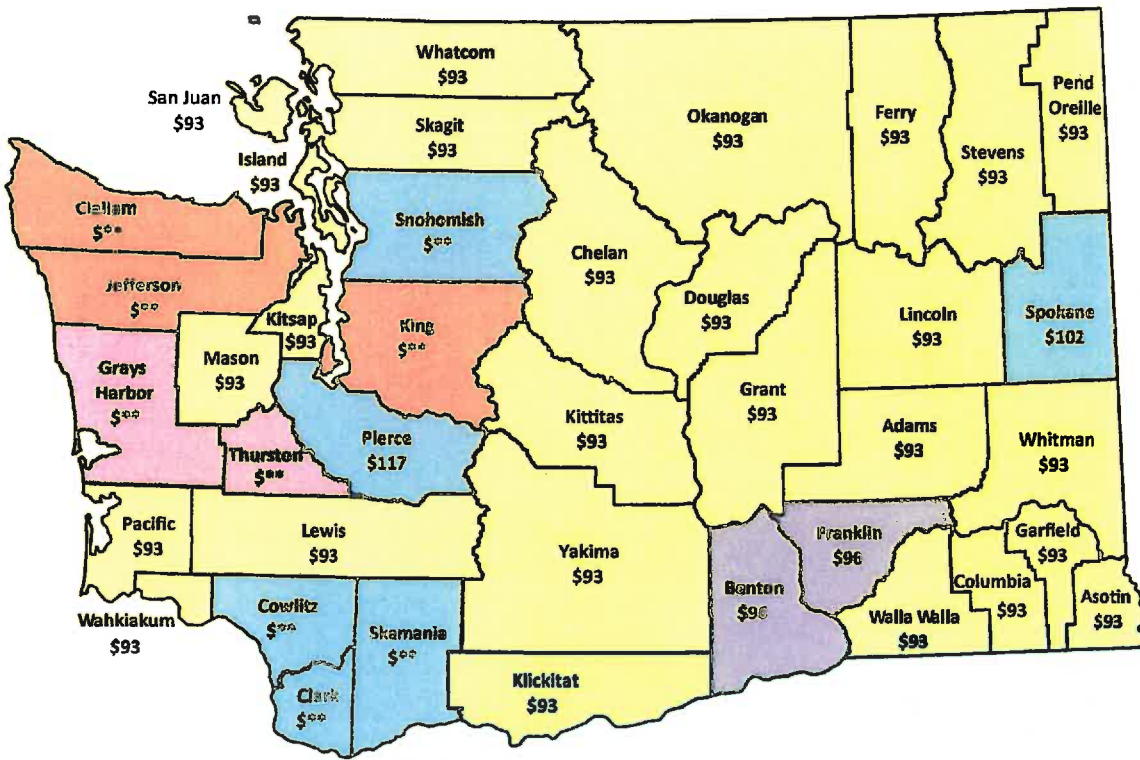
I give permission for my child _____
to attend the field trip to _____ on _____
from _____ to _____
Enclosed is \$ _____ to cover the cost of the trip. (Exact cash or check made payable to school.)

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

Name _____ Phone _____

Parent/Guardian Signature _____ Date _____

Per Diem Rates - As of October 1, 2017



Meal Rates				
TOTAL	B	L	D	
\$51	\$13	\$15	\$23	
\$59	\$15	\$18	\$26	
\$64	\$16	\$19	\$29	
\$69	\$17	\$21	\$31	
\$74	\$19	\$22	\$33	

\$ Maximum Lodging Rate		
** Seasonal Lodging Rates for Counties:		
Clark, Cowlitz, & Skamania	03/01 - 10/31	\$182
	11/01 - 02/28	\$149
Clallam & Jefferson	07/01 - 08/31	\$159
	09/01 - 06/30	\$107
Grays Harbor	07/01 - 08/31	\$128
	09/01 - 06/30	\$101
King	06/01 - 09/30	\$244
	10/01 - 05/31	\$179
Snohomish	06/01 - 08/31	\$135
	09/01 - 05/31	\$112
Thurston	09/01 - 10/31	\$112
	11/01 - 08/31	\$128

POV Mileage Rate
The privately owned vehicle mileage reimbursement rate is \$0.535 per mile. (effective 1/1/17)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c