

**TRAVEL REQUEST
MASON COUNTY BOARD OF EDUCATION**

Organization:	Trip Date:
Destination:	City, State
Purpose of Trip:	Is Trip out of State? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, submit for Board approval 2nd Monday of each month
Departure time: Date:	Return to school time: Date:
Will substitute teacher be required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many days?
Will the trip include students? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many? ___ /# school days missed? ___
Will the trip require overnight stay? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, submit for Board approval	Overnight for students also? <input type="checkbox"/> Yes <input type="checkbox"/> No

REQUEST FOR BUSES

Are buses being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many? ___ (MCMS/MCHS limit of 48 per bus)
Will any of the following be needed? <input type="checkbox"/> Compartments <input type="checkbox"/> Safety harness <input type="checkbox"/> Tie down straps	What is to be transported in the compartments?
Will a sub-driver be required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number of routes?

ANTICIPATED COSTS

Substitute Teacher	\$	Student meal(s)	\$
Staff Room(s)	\$	Student room(s)	\$
Staff meal(s)	\$	Bus(es) (\$1.75 per/mile)	\$
Staff mileage	\$	Driver (\$20.88 pr/hr)	\$
Miscellaneous Costs	\$	Sub-driver (\$33.10 per/rt)	\$
* Non-school organizations will be charged \$2.75 per/mile		TOTAL COSTS	\$

* The driver route pay will be added to the costs if the driver misses any bus routes for the trip

*All costs are charged to school accounts except specialized Central Office accounts

Sponsor signature:

Trip funded by: _____

Date:

Approval Signatures	Date	Status
Principal		<input type="checkbox"/> Yes <input type="checkbox"/> No
Superintendent		<input type="checkbox"/> Yes <input type="checkbox"/> No
Transportation Director		<input type="checkbox"/> Yes <input type="checkbox"/> No

- SPECIAL ADVISEMENTS**
1. Requests for buses must be received at the Central Office 2 weeks in advance of the trip date
 2. Unless the driver is a teacher/sponsor of the group, trip drivers will be assigned per Trip Policy by the Director
 3. All bus rules, regulations, & policies apply to trips. Teachers are to enforce good student conduct. Violations may result in non-approval of future trips.
 4. Buses are to be returned clean after each trip.
 5. If the sponsor does not receive a copy of the signed request, please check for confirmation
 6. **Drivers are not to exceed a 15 hour day per federal regulations.

***** AN ACTUAL BUS EVACUATION MUST BE CONDUCTED ON EACH BUS ON EACH TRIP BEFORE DEPARTING ON THE TRIP**