

**URGENT**

**WELLSBORO AREA SCHOOL DISTRICT  
Field Trip Transportation Request Form**

*due to winning  
county conservation*

1. Teacher: Melanie Berndtson School: WAHS

2. No. of Students: 5 Adults: 1 Class or Organization: Grand Canyon FFA

3. Date of Trip: 5/21-5/22 Destination: Uni. Pitt Johnstown - State Envirothon Total Miles: \_\_\_\_\_

4. Estimated departure time: 11:00 AM From: WAHS

5. Estimated return time (arrival in the district): 6:00 PM

6. Meal Plans (if applicable): Meals will be provided by the Envirothon and Tioga County Conservation District.

7. Is school bus transportation required?  Yes  No How many? \_\_\_\_\_

8. Will a coach bus be required?  Yes  No How many? \_\_\_\_\_

9. Are private cars to be used?  Yes  No If yes, how many cars will be used? 1

Who are the drivers? Melanie Berndtson

Are all of the cars to be used covered by at least \$50,000 - \$100,000 (preferably \$100,000 - \$300,000) of insurance, and do you have proof?  Yes  No

10. The district is requested to pay \$ \_\_\_\_\_ out of the total cost of \$ \_\_\_\_\_

Account Code Number \_\_\_\_\_

11. If the district is not expected to pay all of the costs, what other funds are going to be used?

Tioga County Conservation District - All costs Account Code, if appropriate: \_\_\_\_\_

Notes: Sub. Costs provided by the district.

12.  For overnight field trips, a list of Students and Chaperones is attached.

13.  A brief itinerary/description of trip is attached.

14. Signature of Teacher: Melanie Berndtson Date Submitted: 5/13/19

15. Principal's Approval: [Signature] Date: 5/13/19

16. Superintendent's Approval: Dr. Brenda M. Freeman Date: 5/13/19

17. Received by Transportation Coord.: \_\_\_\_\_ Date: \_\_\_\_\_

18. Estimated Cost: \_\_\_\_\_ Bus Contractor: \_\_\_\_\_

Distribution:  Original - Superintendent/Transportation Coordinator  Copy 2 - Building Secretary  
 Copy 1 - Business Office (SS, FS, AA)  Copy 3 - Faculty Member

*Attachment X-30-1*