

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

1. Teacher: Melanie Berndtson School: WAHS
2. No. of Students: 9 Adults: 1 Class or Organization: Grand Canyon FFA
3. Date of Trip: 6/29-7/1/19 Destination: Waterville, PA Cabin and lake Total Miles: \_\_\_\_\_
4. Estimated departure time: 7:00 AM From: WAHS
5. Estimated return time (arrival in the district): 6:00 PM
6. Meal Plans (if applicable): Chapter will purchase food for the retreat
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 (School Van)
- 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?
- FFA Account Account Code, if appropriate: \_\_\_\_\_
- Notes: Chapter Officer Retreat 2019
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: 6/10/19
15. Principal's Approval: [Signature] Date: 6/10/19
16. Superintendent's Approval: Dr. Brenda M. Freeman Date: 6-10-19
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-3B*