

**FIELD TRIP
REQUEST FORM
2025-2026
Rev. Jan. 2026**

GEORGE COUNTY SCHOOLS
MRS. DEBRA D. JOINER, SUPERINTENDENT
494 COWART STREET
LUCEDALE, MS 39452
(601) 947-6993 FAX: (601) 921-4506

TODAY'S DATE _____ DATE OF TRIP _____ OVERNIGHT ___ YES ___ NO
OUT OF STATE ___ YES ___ NO

ALL OVERNIGHT AND /OR OUT OF STATE TRIPS MUST BE SUBMITTED FOR BOARD APPROVAL PRIOR TO TRIP

NEXT BOARD MEETING DATE: _____

SCHOOL _____ ORGANIZATION/GRADE _____

BUS REQUIRED: ___ (YES OR NO) NUMBER OF BUSES REQUIRED _____ NUMBER OF STUDENTS _____

IF NO DISTRICT BUS IS REQUIRED, TRANSPORTATION TO BE USED? _____

*BUS DRIVER REQUESTED _____ (PLEASE SEE NOTE BELOW)

***(IF NO BUS DRIVER IS REQUESTED, ONE WILL BE ASSIGNED. ONCE A DRIVER IS ASSIGNED, YOU WILL NOT BE ABLE TO CHOOSE ONE).**

TIME/DATE OF DEPARTURE _____ TIME/DATE OF RETURN _____

NUMBER OF SCHOOL DAYS MISSED _____ ESTIMATED COST TO DISTRICT \$ _____

COST PAID BY (EXPLAIN) _____

NUMBER OF SUBS REQUIRED _____ X _____ NUMBER OF DAYS REQUIRED; PAID BY _____

EVENT _____
(EX: STATE COMPETITION, TOUR OF CAPITOL, ETC.)

DESTINATION _____
(EX: BILOXI COLISEUM, STATE CAPITOL, ETC. (CITY, STATE)

TRAVEL ROUTE _____

SPONSOR(S) NAME & SIGNATURE

CHECKLIST:
___ APPROPRIATE EDUCATION VALUE
___ COMPLETE LESSON PLAN
___ LIST OF PARTICIPANTS
___ SIGNATURES OF ALL NECESSARY PARTIES

PRINCIPAL'S APPROVAL _____ **(SIGNATURE REQUIRED)**

FOR DISTRICT OFFICE USE ONLY

DATE RECEIVED _____ BY _____

SUPERINTENDENT OR DESIGNATED EMPLOYEE APPROVAL _____

BUS NUMBER(S) AND DRIVER(S): _____ PRESENTED TO BOARD FOR APPROVAL _____

TRANSPORTATION DIRECTOR APPROVAL _____

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Bus #	Group Transported		Date of Trip	Teacher in Charge
Driver's Side (Left)		W A L K W A Y	Passenger's Side (Right)	
1			2	
3			4	
5			6	
7			8	
9			10	
11			12	
13			14	
15			16	
17			18	
19			20	
21			22	
23			24	
25			26	

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FIELDTRIP INFORMATION

During the school year, various school-sponsored trips will be planned in conjunction with activities, which are characteristic of the total school program. In the interest of proper communication between all parties concerned with these special trips, the following guidelines are required:

- A. Bus Driver Rate of Pay:
1. \$16.00 per hour from the time the bus leaves the school campus until the bus returns to the school campus.
 2. Plus: 7.65% FICA and 2.65% Worker's Comp
- B. Mileage Rate:
1. The mileage rate for buses is \$2.00 per mile.
- C. Submit all fieldtrip requests to Susan Moore at the District Office
1. Fieldtrip request should be filled out completely.
 2. Fieldtrip request will be returned to the school once it is approved by Transportation and Administration.
 3. All overnight or out of state (except Mobile, AL) fieldtrips **MUST** be board approved **IN ADVANCE**. If that is the case, Ms. Moore will put the fieldtrip request on the next board agenda. **Overnight and Out of State request must be received at the District Office more than five (5) days prior to the next regularly scheduled meeting of the school board.**
- D. All **Fieldtrip Request must include a final roster and seating chart before receiving Bus Permit Form.**
- If you have this information when you submit the fieldtrip request, go ahead and include it when you send in the request for approval. If you're not sure who will be going on the trip, you will need to email the front page of the approved fieldtrip request, the roster of everyone traveling on the bus, and a seating chart for each bus to Clint.james@gcsd.us at least 10 days prior to the trip before he will fill out your bus permit(blue slip).
- E. Sponsors must have Parental Consent/Release from Liability forms on each student traveling on the trip with them on the bus. Sponsors will be responsible for the cleanliness of the bus after the trip and will determine if the bus was abused or damaged by the pupils while on the trip. Sponsors will be responsible for maintaining proper pupil behavior and discipline during special trips.
- C. Bus drivers will be responsible for completing the **Bus Pre-Trip Inspection** before leaving on the trip. After the trip, Bus Drivers will complete the Extra Duty Time Sheet and Reimbursement Information and return the Bus Permit Form to the principal of the school.
- D. Principals will be responsible for submitting the bus permits to the Transportation Office immediately following the trip.