

KEARNS HIGH SCHOOL

Memo No. 25

August, 2010

SUBJECT: FIELD TRIP INFORMATION

Filling Out the Form

1. All requests for transportation should be given to main office secretary. ALL BUS REQUESTS MUST BE TYPEWRITTEN.
2. Requests must be into Transportation one (1) week in advance. BUSES WILL NOT BE SENT OUT UNLESS THE FORM IS IN THE TRANSPORTATION OFFICE. THE ONLY EXCEPTION TO THIS WILL BE TOURNAMENT PLAYOFF GAMES.
3. A teacher, coach, etc. must accompany students on ALL BUS TRIPS. TEACHERS ARE RESPONSIBLE FOR MAINTAINING ORDER ON THE BUS.
4. Teachers should check to see that students take all belongings with them when getting off the bus.
5. A form is necessary for each day, even though you may be going to the same place for several days.
6. If the trip is an athletic trip, list on the form the sport (football, track, etc.) and the kind of team (sophomore, varsity, etc.). For girls' athletics, indicate "girls' basketball, girls' volleyball," etc.

FIELD TRIP CHARGES

1. If the trip is during the school day, you are charged from the time you asked for the bus to be at your school until the time you return to school.
2. If the trip is at night, on Saturday, or a holiday, you are charged from the time the bus leaves the garage until the time it gets back to the garage (which should add no more than one hour at the most to the total time).
3. Field trips made during the summer are also charged from garage to garage.
4. Field trip charges are currently \$40.00 per hour, with a two hour (\$80.00) minimum charge.