



**CLEARVIEW SCHOOL DIVISION**  
**FIELD TRIP AND STUDENT TRAVEL APPLICATION**

(Please submit to Central Office five (5) clear working days in advance)

Policy states that travel within the Region and all sports related activities require the prior written approval of the Principal. Travel outside the Region, other than sports related activities, require the prior written approval of the Superintendent of Schools.

I. Details of Trip:

School Name \_\_\_\_\_

**DEPARTURE**

**ARRIVAL BACK AT SCHOOL**

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_ Place: \_\_\_\_\_

Destination: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

Grade(s)/Team(s): \_\_\_\_\_

Number of Students: \_\_\_\_\_

Mode of Transportation:

School Bus    Staff Vehicles    Other Private    Other (Please Specify)  
Vehicles \_\_\_\_\_

# and Name(s) of Supervising Teacher(s) \_\_\_\_\_

# and Name(s) of Chaperone(s) \_\_\_\_\_

Driver(s) Name(s) \_\_\_\_\_

**Teacher's Signature** \_\_\_\_\_ **Principal's Signature** \_\_\_\_\_

II. Payment

Individual school budgets will be charged directly with the cost of the trip as follows:

Use of bus @ \$1.10 per km or the flat rate of \$20.00 per trip, whichever is greater (less the cost of any gas purchased by the school during the trip).

Cost of driver for driving and waiting time (schools may negotiate a lower flat rate of pay with a particular driver) plus any expenses such as meals, parking, garbage bags, etc. Drivers receive overtime at the rate of time and one half over 10 hours per day.

\* If private vehicles are being used, Principals must ensure adequate insurance is in place in accordance with the Co-Curricular and Extra-Curricular Trips Policy.



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I have  
have a

satisfied myself that the owners/authorized drivers of vehicles for trips  
minimum \$2,000,000 liability insurance:

Name	Insurance Company	Insurance Policy No.	Expiry Date	Parent Signature

**Principal or Designate** \_\_\_\_\_ **Date** \_\_\_\_\_

This form, when approved, shall be kept on file at the school.