

# FIELD TRIP REQUEST FORM

**Return this form to:** Autauga County Board of Education  
 Neil Messick, Transportation Supervisor  
 153 West Fourth Street  
 Prattville, AL 36067

To be submitted 10 days **PRIOR** to the trip date. All sections are to be completed.

SCHOOL/DEPARTMENT		PRINCIPAL/SUPERVISOR	
DATE OF REQUEST		REQUEST SUBMITTED BY	
Employee(s) Printed Name		Employee(s) Signature	
LOCATION OF TRIP		TYPE OF FIELD TRIP	
DATE OF TRIP		OTHER STOPS TO BE MADE	
TIME OF DEPARTURE		SUBJECT AREA	
DATE & TIME OF RETURN		# OF CHAPERONES	
# OF STUDENTS		GRADE(S)	
NURSE REQUIRED		MODE OF TRANSPORTATION	
<input type="checkbox"/> YES <input type="checkbox"/> NO   Nurse Signature _____		<input type="checkbox"/> School Bus <input type="checkbox"/> Commercial Bus <input type="checkbox"/> Other _____	
# REGULAR BUSES NEEDED		# SPECIAL NEEDS BUSES NEEDED	
ESTIMATED COST OF TRIP		COST PER STUDENT	
REFERENCE PAGE # OF CURRICULUM GUIDE LISTING THE SUBJECT MATTER RELATED TO FIELD TRIP			
<input type="checkbox"/> APPROVED	PRINCIPAL/SUPERVISOR	<input type="checkbox"/> APPROVED	PROGRAM DIRECTOR
<input type="checkbox"/> DENIED		<input type="checkbox"/> DENIED	
Date		Date	
<input type="checkbox"/> APPROVED	TRANSPORTATION SUPERVISOR	<input type="checkbox"/> APPROVED	SUPERINTENDENT
<input type="checkbox"/> DENIED		<input type="checkbox"/> DENIED	
Date		Date	
Bus Driver(s)			

\*If you do not have a driver(s) lined-up, please let the Transportation Department know, we'll be glad to assist in securing you driver(s) for your trip.