

ELMORE COUNTY FIELD TRIP
AUTHORIZATION REPORT
EFFECTIVE AUGUST 11,2009

DRIVER NAME _____ BUS # _____

DATE _____ SCHOOL _____

DEPARTURE TIME _____ RETURN TIME _____ TOTAL TRIP TIME _____

DESTINATION OF TRIP _____

GROUP NAME _____ NUMBER TRANSPORTED _____

MILEAGE:

RETURN: _____

START: _____

TOTAL MILES: _____ @\$1.20 = \$ _____ BUS OPERATIONAL COST

\$ _____ DRIVER COST (includes benefits)

\$ _____ TOTAL COST

_____ CHECK NUMBER

PAY RATE FOR FIELD TRIP DRIVER (FOR UP TO 6 HOURS) IS \$43.50. (Additional \$8.81 must be included for the cost of benefits.) - Total cost - \$52.31. For field trips over 6 hours, there will be an additional cost of \$7.25 per hour, and an additional \$1.59 per hour for cost of benefits, for a total of **\$8.84 per hour for each hour over the six hour limit.**

I CERTIFY THAT THE ABOVE TRIP AND THE TOTAL HOURS INDICATED WAS MADE AS AUTHORIZED.

TEACHER _____

DRIVER _____

PRINCIPAL _____

IT IS THE TEACHER'S RESPONSIBILITY TO SEE THAT ALL MONIES FOR FIELD TRIPS ARE TURNED IN TO THE SCHOOL BOOKKEEPER BEFORE THE FOLLOWING PAYROLL SO THAT DRIVERS ARE PAID PROMPTLY.

OUT OF STATE TRAVEL - REQUIRES THAT ALL CDL LICENSED DRIVERS MUST HAVE A MEDICAL CARD IN ORDER TO DRIVE OUT OF THE STATE OF ALABAMA.