

FIELD TRIP / VEHICLE REQUEST FORM

ALMIRA SCHOOL DISTRICT No. 17

Destination: _____

Date of Trip: _____

Class or group traveling: _____

Purpose of trip: _____

Lunch arrangements: _____

Time leaving Almira: _____ Time arriving Almira: _____

Time leaving Hartline: _____ Time arriving Hartline: _____

Time leaving C.C.: _____ Time arriving C.C.: _____

Total number of people needing transportation: _____

In case of emergency, contact on the trip will be: _____

And can be reached by phone number: _____

Requested by: _____ Date: _____

Approved by: _____ Date: _____

The approval of the request will be dependent on the availability of funds in the budget. The district has a motor vehicle which individuals will be required to use when available. If the district vehicle is not available then the individual may use their own vehicle and be reimbursed at the rate established by the IRS. All travel expenses must be submitted within 30 days from the time they are incurred to obtain reimbursement. Every effort should be made to consolidate transportation needs when more than one person is attending the same function. If you are involved in a traffic accident, notify the police. Do not make any statements which may be held against you. Call one of the administrators at these numbers:

Shauna Schmerer – 509-999-2185

Justin Manning 641-0154

If an accident should occur, obtain the following information:

Name of other driver: _____

Car license number: _____

Other Driver's Insurance Company: _____

Witnesses: _____

Injuries, if any: _____

Police Officer at scene: _____

Copies distributed:

Transportation _____

Food Service _____

Principal _____

Teacher _____

Nurse _____

Secretary _____