

Transportation Request

INSTRUCTIONS

If the trip is one (1) day and in-state, the Transportation Request must be submitted to the Transportation Department two (2) weeks prior to the date of the trip. If the trip is overnight and/or out-of-state, the Transportation Request must be submitted thirty (30) days prior to the trip AND the Overnight an/or Out-of-State Trip Request Form (Procedure 09.36 AP.21) must be approved by the Principal and submitted by noon on Friday before the regular Board meeting (the Board meets the third Thursday of each month) to receive Board approval.

1. Log on to the Boyle County Schools' Web page (www.boyle.kyschools.us). Click on the Transportation link and then double click on the Transportation Request icon.
2. The Transportation Request is a Microsoft Word document; complete the form in Microsoft Word.
3. The Transportation Request must be forwarded via e-mail to be approved by the Principal unless the trip is a competitive trip, which needs to be approved by the Extracurricular Director.
4. The Principal or Extracurricular Director will then forward the Transportation Request to the Director of the program that is funding the trip for approval.
5. The Director of the funding program will then forward the Transportation Request to the Director of Transportation, for final approval, unless Board approval is needed.
6. Once all parties have approved the Transportation Request, you will receive a confirmation via e-mail.

Transportation Request

BOYLE COUNTY BOARD OF EDUCATION 101 Citation Drive, Suite C Danville, KY 40422		
THIS SECTION TO BE COMPLETED BY TEACHER/CHAPERONE		
DATE OF TRIP:	SCHOOL:	DESTINATION:
DEPARTURE TIME FROM SCHOOL:	RETURN TIME TO SCHOOL:	GROUP:
NUMBER OF RIDERS:	TEACHER IN CHARGE:	DATE SUBMITTED:
PURPOSE OF TRIP:	What curriculum topic(s) does this trip address?	
SUBSTITUTE TEACHER NEEDED? If yes, how many days?	Have all chaperones undergone the required records check and been designated by the Principal/Designee to supervise the students?	
Does this trip need Board approval? If yes, the request must be submitted the Friday before the regular monthly Board meeting.		
ESTIMATED EXPENSES		
Travel – Bus	___ miles @ \$2.81 + ___ hrs. @ \$20.25 ___ miles @ \$.81 (student paid/activity funds) + ___ hrs. @ \$20.25	\$
Travel – Board-owned Vehicle	___ miles @ \$1.56 per mile + ___ hrs. @ \$20.25 ___ miles @ \$.44 (student paid/activity funds) + ___ hrs. @ \$20.25	\$
Travel – Certified Carrier	Name of Carrier -	\$
Substitute	___ days @ \$100.00	\$
Other (Hotel, Registration, etc.)	Description -	\$
FUNDING SOURCE/PROGRAM NAMES:		TOTAL
1.		
2.		
3.		
Teacher's Signature:		Date
APPROVED BY:		Date
TITLE:		
FUNDING APPROVED BY:		Date
THIS SECTION TO BE COMPLETED BY THE TRANSPORTATION DEPARTMENT		
Number of Buses Needed:		
Bus Driver(s):		

Review/Revised:12/8/2022