Elmore County Public Schools
2018 / 2019 Athletic/Extracurricular/Field Trip
Authorization Report

School: ____________  Subject Area/Group: _______

Teacher/Coach: ______________  Cell Number: ____________

Purpose of the Trip: __________________________

Destination of Trip: ________  Date of Trip: ________________

Departure Time: __________  Return Time: ________________

Group Size: ______________  Number of Chaperones: ________

Driver’s Full Name: ______________  Cell Number: __________

Mileage:

Bus: # ________________

Odometer Ending Mileage: __________

Odometer Beginning Mileage: __________

Total Miles Traveled: ____________ @ $1.25/mile = $__________ Bus Operation Cost

$__________ Driver Cost (include benefits)

$ __________ Total Cost

___________ Check Number

Pay rate for Drivers (for up to 6 hours) is $43.50. (Additional $8.81 must be included for the cost of benefits.) Total cost is $52.31. For trips over 6 hours, there will be an additional cost of $7.25 per hour and $1.59 per hour for cost of benefits for a total of $8.84 per hour over the 6 hour limit.

I certify that the above trip and the total hours indicated were made as authorized.

Teacher: ____________________________________________

Driver: _____________________________________________

Principal: __________________________________________

It is the Teacher/Coach responsibility to see that all monies for trips are turned in to the school Bookkeeper before the following payroll for drivers and operational costs to be paid promptly.

____________ I have explained all evacuation procedures to school personnel and passengers