

Starting the 2019-2020 school year we have changed how trip requests are completed. There is a new form, titled **Trip Request Form**. This form is to request bus transport for students on school related trips. The sole purpose of this new form is to notify the Bus Garage of all and any information needed so they can plan accordingly. If the trip is taking students out of state and/or overnight, please note on the **Trip Request Form**, so that it can be placed on the next board meeting agenda to be approved. If the school trip you are planning requires purchases of tickets, meals, hotels, etc. then you will need to submit a **Purchase Order Form** to your school bookkeeper/principal/designee to get required permission. If the school trip you are planning requires you to be away from work, then you will need to complete the **Professional Leave Form** and turn in to your school principal/designee for the required permissions.

For trips that are staff only and don't require a bus, note that the **Professional Leave Form** does have a place to put information for purchases such as travel, lodging, registration, etc. You may fill out this one form for those purposes.

If any trip involves use of a board vehicle, then please call central office to reserve.

A call to the Bus Garage will be needed for their Suburbans.

Please remember that all these forms need to be submitted in a timely matter, except only in an emergency, to make the process flow correctly.

We understand that this may seem like more paperwork, but in reality all this information needs to be delivered and seen by different departments in your schools and central office. We are hoping that this will keep information from getting looked over.

All forms are attached to this email and can be found on the Bath County School website under District Forms & Links.