

FORT LA BOSSE SCHOOL DIVISION

TITLE - **EXTRACURRICULAR OR FIELD TRIPS***

POLICY - **EEAFA-E**

Resolution # - 37/18

Cross Reference - [IJOA](#)

Legal Reference -

Last Reviewed - 26/02/18

FORT LA BOSSE SCHOOL DIVISION

Bus Trip Requisition and Driver's Voucher for Payment

Note: For in-province one-day trips, give at least three days' notice.
For in-province overnight trips, submit requisition before Board meetings.
For out-of-province trips, give four weeks' notice.

Date Trip Requested:

Purpose of Trip

Trip Number

Itinerary Yes No

Number of Students

Destination

Date of Departure Time

Date of Return Time

Supervising Teacher (s) Assigned

Requested by Authorized by

Principal

For Use By Division Office: Trip Number
Assigned Bus Driver Date Received

Assigned Bus Number Size of Bus

Log Sheet Requested Yes No

CHARGE TO ACCOUNT Other

APPROVED Date

For use by the Bus Driver:

No. of Kms Travelled

Start Time End Time Total Hours Worked

TIER 1 B-1.02 Total

TIER 2 B-1.03 Total

Overtime Total

Meals Accommodations

TOTAL AMOUNT

Driver's Signature (Certified Correct)

After the trip is completed, the driver should submit the Driver's Payroll Copy to the Division Office prior to the 15th of the month attached to Extra Time Sheet. The driver is also responsible to clean and fuel bus after each trip.