

**TOWNSHIP OF UNION BOARD OF EDUCATION
FIELD TRIP APPROVAL REQUEST
APPLICATION DATE: June 24, 2021**

Pursuant to N.J.A.C. 6A:23A-5.8 Field Trips must be preapproved by the Board and not solely for entertainment purposes. ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE NOT LATER THAN THE FIRST OF THE MONTH IN ORDER TO BE INCLUDED IN THE AGENDA FOR THE NEXT BOARD MEETING.

Failure to complete this form in its entirety will result in denial.

SCHOOL: Union HS GRADE: 9-12
 TEACHERS(S): Colonel Walter L Alvarado (SAI) and First Sergeant Gerald Schemel (AI)
 DATE(S) OF TRIP: Nov 20, 2021
 DESTINATION: Union HS, Union, NJ
 ADDRESS / CITY: 2350 North 3rd Street, Union, NJ
 PURPOSE OF TRIP: Conduct and participate in Union HS Drill Home Competition

Pick-Up Time (No earlier than 9:10 AM) 6:00 AM Specific Location: UHS-A101

Return Time (Must be back at school by 1:40 PM) 4:00 PM Specific Location: UHS-A101

Total Number of Passengers 90 (Bus Capacity is 54, Van Capacity is 16)

TRANSPORTATION BUDGET AC#FUNDING SOURCE: N/A

TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

need a resolution.

 I am requesting **in house** transportation


1. In house Bus cost	=	_____
2. Entrance Fee	=	_____
3. Total Trip Cost: Add 1+2	=	_____
4. District Cost Bus	=	_____
5. Student Cost Bus	=	_____
6. District Cost Fees	=	_____
7. Student Cost Fees	=	_____

Line 3 should equal the total of lines 4+5+6+7

 I am requesting **contractor** transportation

1. Contractor Bus cost	=	_____
2. Entrance Fee	=	_____
3. Total Trip Cost: Add 1+2	=	_____
4. District Cost Bus	=	_____
5. Student Cost Bus	=	_____
6. District Cost Fees	=	_____
7. Student Cost Fees	=	_____

Line 3 should equal the total of lines 4+5+6+7

Supervisor's Approval  Date: 10/24/21
 Principal's Approval _____ Date: _____

**Please compute in-house transport costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4:00 PM and on weekends X the number of vehicles needed. Minimum 2 hours. Additional half hour will be added on for travel to and from the school.

	Approved	Disapproved	Reason	Date
DOE				
Sch Business Admin				
Transportation				