

Township of Union Board of Education
FIELD TRIP APPROVAL REQUEST

Pursuant to N.J.A.C. 6A:23A-5:8 Field Trips must be pre-approved by the Board and not solely for entertainment purposes.

ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE NO LATER THAN 12 NOON ON THE TRANSPORTATION AGENDA DEADLINE DATE

Application Date: 5/6/21
 School Burnet Middle School Grade 6,7,8
 Teacher(s) Name Diana Schraer
 Date of Trip 6/8/21
 Destination UHS track + field Day
 Address Union High School
 Purpose of Trip Unified Sports
 Departure time (No earlier than 9:15am) 8:30 Pick up location _____
 Return time (Must be back by 1:40pm) 11:30
 # of Passengers _____ # of Wheelchairs _____ (Bus capacity = 54 Van capacity = 16)
 Transportation Funding Source (Systems 3000 Budget Acct.#) walking trip

TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

**Please compute in-house transportation costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4pm and on weekends multiplied by the number of vehicles needed. MINIMUM of 2 hours. Additional 1/2 hour will be added on for travel time to and from the school. **

*****Failure to complete this form in its ENTIRETY will result in denial*****

<input checked="" type="checkbox"/> I am requesting IN HOUSE transportation	<input type="checkbox"/> I will be using an OUTSIDE contractor (Include confirmation with request)
1. In house bus cost = _____ 2. Entrance fee = _____ 3. Total (add 1 & 2) = _____ 4. District bus cost = _____ 5. Student bus cost = _____ 6. District cost fees = _____ 7. Student cost fees = _____ Line 3 should EQUAL the TOTAL of lines 4+5+6+7	1. Contractor bus cost = _____ 2. Entrance fee = _____ 3. Total (add 1 & 2) = _____ 4. District bus cost = _____ 5. Student bus cost = _____ 6. District cost fees = _____ 7. Student cost fees = _____ Line 3 should EQUAL the TOTAL of lines 4+5+6+7

Supervisor Signature Christopher Carew Date 5/12/21
 Principal Signature _____ Date _____

	Approved	Denied	Reason	Date
School Business Admin.				
Transportation				

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Application Date: 5/6/21
 School Burnet Middle School Grade 6,7,8
 Teacher(s) Name Diana Schraer
 Date of Trip 6/4/21, 6/11/21, 6/18/21
 Destination Union Town Center - walking trip
 Address Bagel store, Walgreens, Bakery, Dollar tree
 Purpose of Trip Community Based Instruction
 Departure time (No earlier than 9:15am) _____ Pick up location /
 Return time (Must be back by 1:40pm) /
 # of Passengers _____ # of Wheelchairs _____ (Bus capacity = 54 Van capacity = 16)

Transportation Funding Source (Systems 3000 Budget Acct.#) _____

TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

walking trip \$0

**Please compute in-house transportation costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4pm and on weekends multiplied by the number of vehicles needed. MINIMUM of 2 hours. Additional ½ hour will be added on for travel time to and from the school. **

*****Failure to complete this form in its ENTIRETY will result in denial*****

<input type="checkbox"/> I am requesting IN HOUSE transportation	<input type="checkbox"/> I will be using an OUTSIDE contractor <small>(Include confirmation with request)</small>
1. In house bus cost = _____ 2. Entrance fee = _____ 3. Total (add 1 & 2) = _____ 4. District bus cost = _____ 5. Student bus cost = _____ 6. District cost fees = _____ 7. Student cost fees = _____ Line 3 should EQUAL the TOTAL of lines 4+5+6+7	1. Contractor bus cost = _____ 2. Entrance fee = _____ 3. Total (add 1 & 2) = _____ 4. District bus cost = _____ 5. Student bus cost = _____ 6. District cost fees = _____ 7. Student cost fees = _____ Line 3 should EQUAL the TOTAL of lines 4+5+6+7

Supervisor Signature Christopher Carew Date 5/12/21
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