

**Field Trip Approval Form**

(Submit to Kobussen at least two weeks prior to requested date):

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**Date submitted:** \_\_\_\_\_

**Trip date:** \_\_\_\_\_

**Group:** \_\_\_\_\_

**#of students** \_\_\_\_\_ **Grade Level(s):** \_\_\_\_\_

**# of buses** \_\_\_\_\_ **Equipment vehicle:** \_\_\_\_\_ (yes or no)

**Supervisor:** \_\_\_\_\_

**Chaperone:** \_\_\_\_\_

**Chaperone:** \_\_\_\_\_

**Chaperone:** \_\_\_\_\_

**Chaperone:** \_\_\_\_\_

**(Minimum of 1 supervisor/chaperone required per student bus)**

**Destination:** \_\_\_\_\_  
\_\_\_\_\_

**Loading time:** \_\_\_\_\_

**Departure time:** \_\_\_\_\_ **Arrival time:** \_\_\_\_\_

**Return time:** \_\_\_\_\_ **Time back:** \_\_\_\_\_

**Meals:** \_\_\_\_\_

**Purpose of trip:**

**Approval:** \_\_\_\_\_

(David Joswiak)

(Number and cost of meals provided by school)