

PLAINFIELD PUBLIC SCHOOLS  
**FIELD TRIP/TRANSPORTATION REQUEST**

Side A

**Requested by:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**TRIP DATE:** \_\_\_\_\_ & \_\_\_\_\_  
 (Month) (Day) (Year) (Day of Week for Trip)

**WHERE:** \_\_\_\_\_  
 (Name of Facility) (City or Town) (State)

**Person(s) in Charge:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Link to Curriculum:** \_\_\_\_\_

**Pick Up Location:** \_\_\_\_\_ **Drop Off Location:** \_\_\_\_\_

**TIMES:** \_\_\_\_\_  
 Leave Arrive Site Leave Site Arrive Back

**NUMBER:** Students \_\_\_\_\_ Adults \_\_\_\_\_ = Total \_\_\_\_\_

**COST:** Admission \_\_\_\_\_ Lunch \_\_\_\_\_ Bus \_\_\_\_\_ Tolls \_\_\_\_\_ Parking \_\_\_\_\_ Other \_\_\_\_\_

**BUS PAYMENT BY:** PTO: \_\_\_\_\_ Class: \_\_\_\_\_ Student: \_\_\_\_\_ Other: \_\_\_\_\_  
 If paid by local budget: FD \_\_\_\_\_ LOC \_\_\_\_\_ FUNC \_\_\_\_\_ OBJ \_\_\_\_\_

**FEE PAYMENT BY:** PTO: \_\_\_\_\_ Class: \_\_\_\_\_ Student: \_\_\_\_\_ Other: \_\_\_\_\_  
 If paid by local budget: FD \_\_\_\_\_ LOC \_\_\_\_\_ FUNC \_\_\_\_\_ OBJ \_\_\_\_\_

**Contact at Field Trip Site:** \_\_\_\_\_ **Tel: (\_\_\_\_) \_\_\_\_\_**

<b>DATTCO Buses Requested</b>  _____ YES _____ NO	<b>NOTE:</b> Call <u>DATTCO</u> at <b>564-7017</b> before submitting form to <u>check rates</u> and/or <u>check schedule</u> . Call must be made to ensure resources are available on requested date. <b>Date Called DATTCO:</b> _____ This is not an approval. <b>*If Plainfield buses are providing transportation, call DATTCO (564-7017) 24 hours before the trip to confirm.</b>  <b>IMPORTANT:</b> All <b>local</b> trip requests and <b>long distance</b> trips listed on side B must be district approved <b>one week in advance</b> of the trip date. <b>Out of state</b> trip requests needing Board approval are due <b>2 weeks in advance</b> of the <b>Board meeting</b> (2 <sup>nd</sup> Wednesday of the month) preceding the trip. The transportation office must have a signed copy <b>prior</b> to trip.
<b>Free Bus</b> <input type="checkbox"/>	This request is made as part of the ten (10) free field trips per school within district between 9:15 am and 1:15 pm. Note: Principals must maintain records of free trips in order to not exceed school allocation.

\_\_\_\_\_  
**(Applicant's Signature) Date**

I. Approved _____ Disapproved _____ Returned _____ Reason: _____  _____ <b>(Principal/Director's Signature) Date</b> Send Original to Business Manager
---

II. Funding Available _____ Funding Not Available _____  _____ <b>(Business Manager's Signature) Date</b> Business Office sends copy to DATTCO (if applicable) with copy to administrator.
--

III. Approved _____ Disapproved _____ Returned _____ Reason: _____  _____ (If required.) <b>(Superintendent's Signature) Date</b> (Return to Business Manager)	No Field Trip Allowed Without Prior Approval
--	--

<b>IV. BUS EXPENSES:</b> _____ Mileage _____ Bus Hours _____ Wait Time _____ Pay Rate _____ Mass Tax _____ Driver(s) & Bus #'s: _____  _____ <b>(DATTCO Authorized Signature) Date Total Charge for Bus</b>
---

**PLAINFIELD PUBLIC SCHOOLS  
BOARD APPROVED OUT-OF-STATE TRIP SITES**

Amtrack Station	Providence RI/Worcester MA
Aquarium	Boston, MA
Boston Museum of Science	Boston, MA
Boston Tea Party Museum	Boston, MA
Broadway Shows	New York, NY
Bunker Hill	Boston, MA
Bustins' Island Adventure	Bustins' Island, ME
Children's Museum	Boston MA/Providence RI
Computer Museum	Boston, MA
Congressional Youth Leadership Council	Washington DC
Enchanted Forest	Richmond, RI
Freedom Trail	Boston, MA
History Museum	Boston, MA
Indian Museum & Restaurant	Exeter, RI
Misquamicut Beach	Westerly, RI
Museum of Science	Worcester, MA & Boston, MA
Natural History Museum	New York, NY
New England Performing Arts	Westerly, RI
New York City	New York, NY
New York Stock Exchange	New York, NY
Newport Mansion(s)	Newport, RI
North Shore Music Hall	Beverly, MA
Plimouth Plantation	Plymouth, MA
Providence Dunkin Donuts Center	Providence, RI
Prudential Building	Boston, MA
Quincy Market	Boston, MA
RI Philharmonic	Providence, RI
RI School of Design	Providence, RI
Rockefeller Center	New York, NY
Roger Williams Museum	Providence, RI
Roger Williams Park & Zoo	Providence, RI
Sturbridge Village	Sturbridge, MA
Trinity Repertory	Providence, RI
United Nations	New York, NY
W. Alton Jones Environmental Center	West Greenwich, RI
Winter Garden Theatre	New York, NY
Witch Trials	Salem, MA

**PLEASE NOTE:**

These destinations were approved by the Board of Education at the meeting on October 14, 1986 as trips that may be approved by the administration without a special request to the Board. Some may not be appropriate during school hours.