

FABIUS-POMPEY CENTRAL SCHOOL DISTRICT

FIELD

Fabius, New York 13063

FIELD

Building: Elementary
 Middle School
 High School
 Districtwide

Field Trips

2022-2023

EMPLOYEE NAME _____ Subject/Grade _____

GENERAL INFORMATION: As you complete this form, use the following information as a guideline.

- ▶ Use one form for each field trip.
- ▶ Assumed Mileage cost will be \$.99 per mile.
- ▶ Labor cost will be based on \$24.64 per hour for each driver, with a minimum of \$80.00 per driver.
- ▶ In determining the number of necessary buses, consider the following:
 - ▶ each bus has 20 - 22 seats
 - ▶ students sit three to a seat (60 - 66 students for maximum capacity)
 - ▶ adults can only sit two to a seat
 - ▶ Examples: ... 80 students and 12 Teachers/Adult Chaperones will require two buses -- 27 seats for students and 6 seats for adults
 - ... 124 students and 16 Teachers/Adult Chaperones will require three buses -- 41 seats for students and 8 seats for adults
- ▶ If you should have any questions with the planning of a trip, i.e., mileage, labor cost, or number of buses, contact your Employee's Supervisor.

Approximate Date of Trip: _____ Site or Destination of Trip: _____

Departure Time: _____ Arrive Back to School at: _____ Total Hours: _____ **A**

B Total # of Students _____	C Total # of Adults _____	D Total # of Roundtrip Miles for one Bus _____	E Total # of Buses _____
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Calculated Cost of Field Trip:

F Mileage -- Total Miles (D) _____ X # of Buses (E) _____ = Total Mileage _____ X \$.99 = \$ _____ **F**

G Labor -- Total Hours (A) _____ X # of Buses (E) _____ X \$24.64 = _____

OR

H \$80.00 X # of Buses (E) _____ = _____ **greater of G or H = _____ J**

Total Cost of Trip -- F + J = \$ _____

Approvals: _____
 Employee's Supervisor

 Purchasing Agent

Business Office Use

Account # : _____