

# Lincoln County School District

## Vehicle Request Form

(Please submit on **BLUE** paper)

Employee or Organization \_\_\_\_\_

Destination/Purpose \_\_\_\_\_

Date \_\_\_\_\_ Departure Date/Time \_\_\_\_\_ Return Date/Time \_\_\_\_\_

Type of Vehicle:  Car  Bus  Truck Other \_\_\_\_\_ Driver(s) \_\_\_\_\_

Number of people being transported \_\_\_\_\_ Trip Mileage one way \_\_\_\_\_

**\*\* Mileage one way within a 500-mile radius of the school site can be approved by the superintendent. Mileage one way beyond a 500-mile radius of the school site must be approved prior to travel by the Lincoln County School Board\*\***

Requestor's Signature \_\_\_\_\_ Administrator's Signature \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Board Signature (if applicable) \_\_\_\_\_

### Complete bottom portion for **FIELD TRIP**

#### Justification

#### Standards Met

#### Please Circle One

<b>LEVEL 1</b>	Academic Field Trips and Pride Trips	All transportation (no motels) costs 1800 miles limit per
	Sport/ Academic Olympics	Transportation costs covered, in season only
	Band/Drama/Music	Transportation costs covered for one competition trip (then level 2)
<b>LEVEL 2</b>	Co-Cirricular clubs & Organizations: FFE, FBLA, VICA, FCCLA, others	Bus & fuel covered; clubs/organizations must pay for driver's time & expenses & for advisors/ chaperones
<b>LEVEL 3</b>	Extra-Curricular clubs, Pep club, Ski Club, Chess Club, others	Bus only provided; clubs must pay for fuel, driver's time & expenses & for advisors and chaperones.

Current School Miles \_\_\_\_\_  
(Minus)

Total miles this trip \_\_\_\_\_  
(Plus)

Credit (if any) \_\_\_\_\_  
(Equals)

Miles Remaining \_\_\_\_\_

Teacher \_\_\_\_\_

Administrator \_\_\_\_\_

Superintendent \_\_\_\_\_

Board Approval date (if applicable) \_\_\_\_\_