



## Halifax County Schools Field Trip Process

Procedures for processing requests for field trips and use of buses

1. Principal/designee submits FT-1 (Trip description Form) and FT-2 (Bus Reservation and Invoice Form) for the use of all buses (school and activity) to Program Manager. For games and band activities, only form FT-2 should be submitted. Be sure to include the number of riders, number of chaperones (1:10), and all other information on the form. Transportation department requires that the requests for buses be received at least one week in advance of the trip.
2. Program Manager reviews the documentation for alignment to district goals, signs to grant approval, and writes the budget code on the document for payment. In the case of missing information or incomplete document, the program manager will inform the principal of the needed information. Incomplete forms will remain with the program manager until corrections are made and then the process will continue.
3. Program manager sends the documents to Superintendent's office for review and signature of approval.
4. Admin. Asst. to the Superintendent sends a copy of approved FT-2 (Bus Reservation and Invoice Form) to Transportation Department. If there are concerns, the transportation department will notify the principal of the issue. The FT-1 (description) will be returned to the principal through courier as notification of approval.
5. Overnight trips must be submitted 6 months in advance. These trips must go through the previous steps, plus the additional step of being board approved. Proposed funding for the trip must be submitted along with the packet for board approval.
6. When planning a Charter Bus trip you must use an approved charter bus service. Please see your principal for the list of approved Charter Buses.

