

Uwharrie Charter Academy
Transportation Request for Field Trip

Request Date: _____

**IMPORTANT NOTICE: The Uwharrie Charter Academy does not provide insurance coverage for private vehicles used for field trips. Individuals must have adequate personal liability insurance coverage when using a private vehicle.*

*** Due to COVID-19, it is necessary to verify the event's refund/cancelation policy. For example, does the school lose any portion of a deposit if either party has to cancel due to COVID and will need to be shared with our families when the field trip is scheduled.*

Requested by: _____ Grade/Class/Dept/Club/Sport: _____

Trip Date: _____ Number of Students: _____ Number of Adults: _____

Destination: _____ Address: _____

Curriculum Justification: _____

Number of Buses Requested: _____

Method of Transportation: Activity Bus (Eagle or Church Bus) Yellow School Bus

Charter Bus (Name of Approved Charter: _____) Other: _____

Total Round-Trip Mileage: _____ (Note: Mileage rate is \$1.50 per Mile)

Special Instructions for the Transportation Dept.: _____

Vendor/Venue Cost: \$ _____

Meals: _____

Mileage (\$1.50 x Total Miles): _____

Substitute Costs (\$100 per day): _____

Total Estimated Trip Cost: _____

Total # of Students: _____

Price per Student
(Total Cost ÷ Total # of Students): \$ _____

School Principal: _____	Date: _____
Transportation Director: _____	Date: _____
Chief Finance Officer: _____	Date: _____