

Field Trip Transportation Approval Form

Directions:

Please complete this form for all field trips requiring transportation for each school year and attach the required Motor Vehicle Liability Insurance. **Please note: Provider may not take students on a field trip that involves transportation before January 1 during any school year covered by the UPK Agreement. Trips involving transportation by the means of subway and/or public buses are prohibited. Each field trip that involves transportation must receive prior approval from the UPK Borough Office.**

Vendor Legal Name: _____

CSD: _____

Site Name (If applicable): _____

Contract Number: _____

Contact Name: _____

Phone Number: _____

| Total Cost of Instructional Trip | Instructional Trip Destination | Instructional Purpose of Trip | # of Children/ Teachers/ Other Adults | Date/ Time of Departure and Return | Name of Bus Company (Provider's Own Vehicle <u>OR</u> Private Entity) | Borough Director's Approval |
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I hereby certify that all information on this form is accurate and complete, and that as of date of this certification, no trips involving transportation were conducted before January 1 of this school year. I acknowledge that trips involving transportation by the means of subway and/or public buses are prohibited. All vehicle operators involving transportation of students on field trips are 19-A certified as per the NYSDMV Bus Driver Certification Unit and Article 19-A of the New York State Vehicle and Traffic Law. Additionally, Provider represents that no motor vehicle shall be used in connection with delivery of Services under this Agreement except for transportation of field trips. I further acknowledge that I have a continuing duty to comply with the terms of the field trip and the transportation of students section(s) of the UPK Agreement.

CBO DIRECTOR'S SIGNATURE

CBO DIRECTOR'S NAME (PRINT)

DATE