

**FIELD TRIP APPLICATION AND PERMISSION FORM  
KANSAS SCHOOL TRANSPORTATION REGULATIONS**

**APPENDIX A**

**A. Passenger Conduct**

1. The requirements of this regulation shall apply to all passengers when transported in a school bus.
2. The bus driver shall be in charge of all passengers while they are loading, riding on, or unloading from the bus.
3. The bus driver shall have the authority to assign a seat to each passenger.
4. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
5. Students shall not extend any part of their body out of the bus windows.
6. Students shall not get on or off the bus, or move about, while the bus is in motion.
7. Smoking shall be prohibited.
8. The possession, use, transfer, or sale of tobacco products, alcohol, over the counter or prescription medication, or illegal or restricted substances is prohibited.
9. Animals shall not be transported in a bus.
10. No weapons of any type, except side arms carried by a law enforcement officer, shall be transported on a bus.

**FIELD TRIP APPLICATION AND PERMISSION FORM  
SHAWNEE MISSION SCHOOL DISTRICT**

**APPENDIX B**

Within School Day  Beyond School Day  Name of School \_\_\_\_\_

Organization Applying Black Student Union

Date of Field Trip 3/28/2023 Time of Departure 9:30 AM Estimated Time of Return 2 PM

Field Trip Origination and Termination Point \_\_\_\_\_

Specific Location of Field Trip Activity K-State Olathe, 22201 W Innovation Dr, Olathe, KS (Specific Place, City, State)

Rationale for Taking This Field Trip SMSD BSU Summit - Students will experience a college campus while having the opportunity to connect and learn.

Mode of Transportation DS Bus Lines - Ordered by SM West (Name of Carrier and Type of Transportation)

Cost Per Student 0 How Financed K-State Olathe Diversity Office

Number of Students Involved \_\_\_\_\_ Number of Supervisory Personnel Involved \_\_\_\_\_

Brief Itinerary of This Field Trip 9:30 Bus Departs, 10 AM Arrive @K-State Olathe, 10AM - 1:30PM BSU Summit Activities, 1:30 Depart K-State Olathe, 2PM Return to home school

Requested By: \_\_\_\_\_ (Teacher/Sponsor Signature) Date: \_\_\_\_\_

School nurse at the home attendance building has been notified of all students from his/her building attending this field trip in order to provide for medical needs during transportation and/or while at the field trip destination. \* A copy of this form has been given to the nurse.\*

\_\_\_\_\_  
(Building Principal) \_\_\_\_\_ (Date)  Approved  Disapproved

\_\_\_\_\_  
(District Administrator) \_\_\_\_\_ (Date)  Approved  Disapproved

The purpose of this form is to inform you of the above planned activity. Before your child will be allowed to participate in the above activity, it will be necessary for you to provide your consent. This activity will be supervised by adults. It may be necessary to alter some of the details of this activity outlined above, but efforts will be made to retain normal supervision for the safety and welfare of all field trip participants. Please mark one of the statements below and sign where indicated. Failure to return this form will prevent your child from participating in the above activity.

My child **may** participate in this activity.  My child **may not** participate in this activity. (↓ If child **may not**, please see below.)

**Reason child may not participate in this activity:** \_\_\_\_\_

\_\_\_\_\_  
Student Name (Please print) Parent Signature Date

\_\_\_\_\_  
Student Signature (If 18 years old)