

Sacramento City Unified School District
FIELD TRIP INFORMATION

This information is provided in the form of a checklist to assist you in completing the necessary paperwork for field trips. For trips other than local, please submit this form with the necessary information to the segment administrator for approval. All forms are available on the intranet under Risk Management Field Trips. Release of Driver Record Information form should be submitted in advance to Risk Management prior to submitting completed packet for approval. On the day of the trip updated rosters and transportation lists should be submitted to the field trips office, school site, and provided to the driver(s) and/or field trip coordinator. Parent Permission Forms are carried by the field trip coordinator on the trip. **Important: Keep all field trip documents on file at the site for at least two years.**

School _____ Date of Field Trip _____

Number of Students _____ Number of Chaperones _____

Local Trip (50 mile radius, submit for approval 2 weeks prior to trip)

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Itinerary
- Field Trip Roster (RSK-F106I) or Infinite Campus printout okay
- Student Field Trip Authorization (RSK-F106C)
- Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
- Field Trip Passenger Vehicle (RSK-F106G)
 Volunteer drivers must be fingerprinted (Form BC -1) Contact Volunteer office
- Release of Driver Record Information – if applicable
- Bus Request Form (TRA-F006) - if applicable
- Student Voluntary Transportation Agreement (RSK-F100B) - if applicable
- Scheduling and Notification of Field Trips (Food Request) NSD-F028

Out-of-Town (beyond 50 mile radius, submit for approval 6 weeks prior to trip)

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Segment Administrator Approval
- Itinerary
- Field Trip Roster (RSK -F106I) or Infinite Campus printout okay
- Student Field Trip Authorization (RSK-F106C)
- Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
- Field Trip Passenger Vehicle list (RSK - F106G)
 Volunteer drivers must be fingerprinted (Form BC-1) Contact Volunteer office or web site
- Release of Driver Record Information – if applicable
- Bus Request Form (TRA-F006) - if applicable
- Student Voluntary Transportation Agreement (RSK-F100B) - if applicable
- Scheduling and Notification of Field Trips (Food Request) NSD-F028

Overnight Trip (Submit for approval 6 weeks prior to trip)

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Segment Administrator Approval
- Itinerary
- Field Trip Roster (RSK-F106I) or Infinite Campus printout okay.
- Student Field Trip Authorization (RSK-F106C)

- Overnight Trips Hotel Accommodations Form (RSK-F106H)
- Overnight Sleeping Arrangements (RSK-F106D)
- Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
- Field Trip Passenger Vehicle list (RSK-F106G)

Volunteer drivers must be fingerprinted (Form BC-) Contact Volunteer office or web site

- Release of Driver Record Information – if applicable
- Bus Request Form (TRA-F006) - if applicable
- Student Voluntary Transportation Agreement (RSK-F100B) - if applicable
- Scheduling and Notification of Field Trips (Food Request) NSD-F028

Field Trip Involving Swimming or Wading - please add additional forms to appropriate trip: (Submit for approval 6 weeks prior to trip)

- Segment Administrator Approval
- Lifeguard Certificate and specific Chaperones ratios are required per Board Policy AR 6153
- Certificate of Insurance from private pool owner required per Board Policy AR 6153

Field Trip Involving Unusual Activities - please add additional forms to appropriate trip:(High risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) Submit for approval 6 weeks prior to trip

- Segment Administrator Approval
- Risk Management Approval
- Itinerary
- Special Parent Waiver may be required
- Special Event Liability Insurance Application may be required (RSK-F105B)

Out of State/Country – BOARD APPROVAL REQUIRED (Submit for approval 6 weeks prior to trip)

- Field Trip Request Form (RSK-F106A) (Must be typed in order to present to the Board)
- Principal Approval
- Segment Administrator Approval (The Segment Administrator's Office requires this extra time to prepare the Board Agenda item.)
- Risk Management Approval
- Chief Business Officer Approval
- Board Approval (Trips not submitted to Segment Administrator **6 weeks prior to trip will be considered automatically rejected by the Board**)
- Out-of-State/Country Request Form (RSK-F106B)
- Itinerary
- Field Trip Roster (RSK-F106I) or Infinite Campus printout okay.
- Student Field Trip (Outside California) Authorization (RSK-F106J)
- Special Parent Waiver may be required per Risk Management
- Overnight Trips Hotel Accommodations Form (RSK-F106H)
- Overnight Sleeping Arrangements (RSK-F106D)
- Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
- Volunteer drivers must be fingerprinted (Form BC -1) Contact Volunteer office or web site
- Release of Driver Record Information – if applicable
- Field Trip Passenger Vehicle list (RSK-F106G)
- Scheduling and Notification of Field Trips (Food Request) NSD-F028
- Travel Request Form (ACC-F014)
- Bus Request Form (TRA-F006) - if applicable
- Student Voluntary Transportation Agreement (RSK-F100B) - if applicable

GUIDELINES

Transportation:

Bus Transportation: Only buses licensed to carry school children can be used. Check with Transportation Services for availability or a list of approved bus companies for rental information.

Van Transportation: Vehicles designed to hold more than ten people, including the driver, are not allowed regardless of the number of people riding. There will be no secondary liability coverage by the district or their insurers for any such vehicles. The district will not pay for nor be responsible for any collision or comprehensive damage to the vehicle. (A 10-14 passenger van with seats removed **does not** qualify to carry students – See annual bulletin on vehicle restrictions)

Limousines are discouraged; if used, they must comply with van transportation requirements and have seatbelts.

Private Vehicle Transportation: Secure the “Volunteer Personal Automobile Use Form” for each vehicle.

Vehicle Safety Program: This consent form is required and must be completed by all employees and volunteers that drive district students at all times.

Trips involving water or water activities including swimming or wading: All certificated employees and adults associated with the trip are to be familiar with District policies/regulations including Board Policy AR 6153:

Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled. Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage.

Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.

The ratio of adult chaperones to students shall be at least (1) one to (10) ten secondary. In grades 4-6, this ratio shall be (1) one to (8) eight. In grades K-3, this ratio shall be (1) one to (4) four. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.

Emergency procedures shall be included with written instructions to adult chaperones and staff.

Staff and chaperones assigned to supervise students must wear swim suits and know how to swim. The principal may require students to wear flotation devices, depending upon their age and swimming ability. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

Unusual Activities, certain water or high risk activities (examples: rafting, snorkeling, rock climbing, skiing, etc.) may not be approved or a special parent waiver may be required. Prior to signing a contract or waiver with a vendor, and also submitting a “Special Event Liability Insurance Application” copy to Risk Management for review and approval.

Out-of-State or Out-of-Country Trips: To be forwarded to Segment Administrator (**Six Weeks prior to trip**) along with the Field Trip Request form: **(1)** Completed Out-of-State/Out-of-Country Form **(2)** Pertinent information required for completion of the agenda item: reason for trip, itinerary, accommodation information including facility name, address, phone number, etc. and funding source for cost of trip and transportation.

Vehicle Safety Program Employee Pull Notice:

The Sacramento City Unified School District has established a driver’s safety program known as “EPN” (Employee Pull Notice) for all employees that drive district vehicles, also, volunteers, and/or staff driving district students. This program allows the District to monitor driver license records of employees who are required to drive on behalf of the District. This program is designed to ensure safety of staff, students, and the community. If you have questions or concerns regarding this request please feel free to contact the office of Risk & Disability Management at (916) 643-9421.

Please be aware of timelines and plan for the necessary preparation time prior to submitting this form. This form must be submitted two (2) weeks in advance when approval is required. All drivers are assumed authorized to drive unless otherwise notified. The sole purpose of the information is to verify driver license validity. All other information is not relevant to driving privileges.

When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip-planned stops, and make sure that all students have the appropriate safety restraints.

Student Ratio:

The ratio of adult chaperones to students shall be at least (1) one to (10) ten secondary. In grades 4-6, this ratio shall be (1) one to (8) eight. In grades K-3, this ratio shall be (1) one to (4) four.

Chaperone Requirements (Role):

All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the field trip coordinator/teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the field trip coordinator/teacher.

Students must be supervised at all times while at a school sponsored event. Students must stay with their chaperone, at all times. Go over use of the buddy system with students. Account for all participants regularly and before changing activities. Be sure to know when and where to meet the rest of the group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students’ needs. Do not use cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work

or reading to be completed while supervising students. While chaperones are responsible for student behavior, it is the responsibility of the teacher to discipline a student.

Chaperones **may not** do the following:

- **may not** use or possess alcohol or other drugs
- **may not** use tobacco in the presence of, or within the sight of, students
- **may not** administer any medications, prescription or nonprescription, to students unless authorized by appropriate district administration to do so.

For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Know who is first aid trained, where the first aid kit is, where your cell phone is and/or nearby means of communication.