



BULLETIN

SUBJECT: FIELD TRIP FORMS AND REGULATIONS **2014-15 No. AS-10**

TO: Site and Department Administrators

DATE: August 13, 2014

PREPARED BY: Martine Kruger **DEPARTMENT:** Risk & Disability Management

REVIEWED BY: Keyshawn Marshall **APPROVED:** 

Please follow procedures and have your staff use the intranet forms for all field trips planned by your site. Field Trip forms are posted online under the Risk & Disability Management Department. Be aware of timelines and plan for the necessary preparation time prior to submitting the forms to your Area Assistant Superintendent when approval is required. Attached is the Field Trip Information form (RSK-F106F) that gives an overview of the process and required forms. For all forms including RSK-F106F, please note that the online versions are always the most current and they may be printed and downloaded as needed.

Important Guidelines:

- Local trips that are within 50 miles (that do not involve water or unusual activities) may be approved through the site principal. The Travel Request form for staff is not required for these local trips only.
- Volunteer drivers must have TB test and be fingerprinted.
- Please keep copies of all field trips on file at the site for at least two years.
- Trips requiring Board approval must be submitted 6 weeks in advance of the departure date or the trip will be considered automatically rejected by the Area Assistant Superintendent and it will not be presented to the Board.
- Trips involving unusual activities or high risk activities must be submitted to the Area Assistant Superintendent and Risk & Disability Management six weeks prior to the trip. This allows time for review by the District's self-insured risk pool and the ability to draft any necessary waivers.

For school bus use and approved charter bus lines, contact the Transportation Field Trip Office at **277-6703**.

Please call the Office of Risk & Disability Management at 643-9421 if you have any questions.