



BULLETIN

SUBJECT: FIELD TRIP FORMS AND REGULATIONS 2024-25 NO. BS -1

TO: All School Sites and Departments

DATE: July 1, 2024

PREPARED BY: Martine Kruger, Risk Management Specialist

DEPARTMENT: Risk Management/Employee Benefits

REVIEWED BY: Keyshun Marshall
Director II, Risk Management/Employee Benefits

APPROVED:



Janea Marking
Chief Business and Operations Officer

For all field trips, school sites and departments must use the [Field Trip Form](#) on the intranet; these are the most current. Be aware of timelines and approvals needed prior to submitting the completed packet to your Area Assistant Superintendent. The [Field Trip Information Form](#) (RSK-F106F) provides an overview of the process and required forms. Please follow the important guidelines below.

Important Guidelines:

- Local trips that are within 50 miles (that do not involve water or unusual activities) only require approval from the site principal. The Travel Request form for staff is not required for these local trips.
- Volunteer drivers must have a [Release of Driver Record Information](#) form, TB test, and cleared background check.
- 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 Management **6 weeks** prior to the trip. This allows the District's Risk Management team time to review the trip's details and draft any necessary waivers.

For school bus use and approved charter bus lines, contact the Transportation Office at (916) 395-5720 x470014. Please call Risk Management at (916) 643-9421 if you have any questions.