

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
TRANSPORTATION BUS REQUEST (Form 203)
FOR CLASSROOM FIELD TRIP (TRA-F006)**

All Field Trips are booked at least fifteen (15) days prior to the Field Trip requested and on a first come first serve basis upon receipt by date in the Field Trip Office.

Please send completed form to: Lucy Becker, Field Trip Office, Box 844B (916) 277-6703

ALL FORMS MUST BE COMPLETELY FILLED OUT. INCOMPLETE FORMS WILL BE RETURNED.

School Code #: _____ **School Name:** _____

Teacher(s) Name(s): _____

Grade Level: _____ **# Of Students:** _____ **# Of Adults:** _____ **# Of Classes:** _____

Of Special Ed. Students: _____ **L.H.** **S.H.** **R.S.P.**

(If you need a Wheelchair Bus, please contact the Special Education Department @ 643-9188 to set up a bus for your Field Trip.)

Budget Code: _____
(Mandatory)

Approved By: _____
Principal Signature

1st Choice **Pick-Up Time:** _____ **Tour Time:** _____ **Leave Time:** _____

Destination Code #: _____ **Destination:** _____

Month(s) Desired: _____
(Please make sure you have me schedule around your sites testing dates.)

2nd Choice **Pick-Up Time:** _____ **Tour Time:** _____ **Leave Time:** _____

Destination Code #: _____ **Destination:** _____

Month(s) Desired: _____
(Please make sure you have me schedule around your sites testing dates.)

FOR FIELD TRIP OFFICE USE ONLY

Field Trip Sequence #: _____ Scheduled Date: _____

Date Entered: _____ Pick-Up Time: _____ Tour Time: _____ Leave Time: _____

• NOTE: MANDATORY THAT ALL SHADED AREAS MUST BE FILLED OUT

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
(USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form required for each student field trip, See reference distribution section for details concerning each type of trip.

School Name _____ Date _____

Teacher's Name _____ Room # _____ Telephone # _____

Fax # _____

Field Trip Destination _____

Local (50 mile radius) Out-of-Town (Beyond 50 mile radius) Overnight

Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route _____

Educational nature of field trip/excursion _____

Depart Date _____ Time _____ am/pm Return Date _____ Time _____ am/pm

TRANSPORTATION will be provided by: Walking School Bus – Contact Transportation Field Trip Office

Chartered Bus Company Certified: yes no – Check Risk Management Web Site

Private Vehicle – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.

Parent Driver – Must have fingerprint clearance, check with Volunteer Office.

Faculty Driver – Complete Volunteer Personal Automobile Use Form for each vehicle and driver.

Public Transportation Train Commercial Airline Other: _____

Funding Source _____ Financial Assistance Available? yes no

Number of students participating: _____

Adult Supervisors/ Drivers:	DRIVER		DRIVER
1) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval _____ Date _____

Risk Management Approval (Unusual Activities) _____ Date _____

Segment Administrator Approval _____ Date _____

Distribution: Refer to Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip: (50 mile radius) - Submit to Principal for approval. Maintain all documents at site.
- Out-Of-Town: (beyond 50 mile radius) - Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator 10 days prior to trip.
- Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator and Risk Management 6 weeks prior to trip. **Must purchase Special Event Liability Insurance.**
- Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator and Risk Management SIX (6) WEEKS prior to trip. Must have Superintendent and Board approval prior to trip. Segment Administrator will submit for Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board.

Maintain a copy of all forms at site for 2 years. Approved forms will be returned by Segment Administrator

8/20/07 Rev C



STUDENT FIELD TRIP AUTHORIZATION

No student will be permitted on the Field Trip unless this completed and signed Authorization is submitted to the Supervising Teacher, Sponsor, or School Main Office at least 48 hours prior to Field Trip. Verbal Authorizations, or Authorizations not on this form, cannot be accepted.

Student Name:	Address:
Grade:	DOB:
School:	Home Telephone:
Emergency Contact & Telephone No.:	
Field Trip Destination:	
Date of Trip:	
Expected Departure Time:	
Expected Return Time:	
Method of Transportation:	
Supervising Teacher/Sponsor:	
Medical Conditions/Medications:	

By signing below, I acknowledge and agree as follows:

1. Participation in this Field Trip is voluntary and is a privilege. I understand that the student has the right and ability to remain at school instead of participating in the Field Trip. I request that the Student be allowed to participate in the Field Trip, under the supervision of the Supervising Teacher/Sponsor and/or adult chaperones, with transportation to be provided in the described manner (which may include transportation in non-District owned/operated vehicles).

2. California Education Code Section 35330 states that: "All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." I understand and agree that I cannot hold the District, its officers, agents, or employees liable for any claim arising out of, or which is in some manner connected with, the Student's participation in this Field Trip. [Adults participating in out-of-state Field Trips must also sign a statement waiving such claims.]

3. The Supervising Teacher or Sponsor will discuss Field Trip rules and safety requirements with students and adult chaperones prior to the Field Trip, which may include dangerous or hazardous conditions or circumstances exposing the Student to potential harm or injury, potentially including death. Students are required to obey all rules and safety requirements of the Field Trip, as well as Codes of Conduct and general standards for respect of persons and property and good behavior. I understand and agree that failure of the Student to follow Field Trip rules or safety requirements may result in the Student being sent home, at my expense, and that the Student may be barred as a result from future Field Trips.

4. Emergency medical information regarding the Student is on file with the District and is current. (Provide updated information before the trip, if necessary) If an injury or medical emergency occurs during the Field Trip, a Supervising Teacher, Sponsor or chaperone has my express permission to administrator or to authorize the administration of urgent or emergency care, including the transportation of the Student to an urgent care or emergency care provider. In such circumstances, notice to me and/or the Emergency Contact of the injury or medical emergency may be delayed. Therefore, any urgent or emergency care provider has my express authority to conduct diagnostic or anesthetic procedures, and/or to provide medical care or treatment (including surgery), as they may deem reasonable or necessary under all existing circumstances. All costs and expenses associated with such care are solely my responsibility.

Parent/Guardian Printed Name Signature Date

Date Received by School:	Received by:
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Supervising Teacher/Sponsor shall take a copy of this form on the Field Trip/The original Form will remain on File with the Main Office for a period of no less than one (1) year after the date of the Field Trip

Sacramento City Unified School District
OVERNIGHT TRIPS HOTEL ACCOMMODATIONS INFORMATION (RSK-F106H)

Hotel Name _____ Date Reserved _____

Address _____ City, _____ zip _____

Reservations Contact Person: _____

Telephone # _____ Fax # _____

Total Rooms Reserved _____

Room #s _____

Signed _____
Teacher

Approvals:

Principal Date

Segment Administrator Date

Sacramento City Unified School District OVERNIGHT FIELD TRIP SLEEPING ARRANGEMENTS

School Site:	Teacher:
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Date:	Destination:
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Chaperone Responsible:	Chaperone Responsible:	Chaperone Responsible:
Room / Cabin #:	Room / Cabin #:	Room / Cabin #:
Students:	Students:	Students:
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.

Chaperone Responsible:	Chaperone Responsible:	Chaperone Responsible:
Room / Cabin #:	Room / Cabin #:	Room / Cabin #:
Students:	Students:	Students:
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.



VOLUNTEER PERSONAL AUTOMOBILE USE FORM

[One Form Required for Each Driver to be Approved]

Thank you for volunteering your time, and your automobile, to help transport our Students to off-site events or activities. In order to protect the health and safety of our Students, our District requires that anyone (employee or volunteer) using their personal automobile to transport Students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least fifteen (15) days before you transport our Students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

REQUIRED INFORMATION

Name of Driver:	
Calif. Driver's License No. & Exp. Date:	
Vehicle(s) Year/Make/Model:	
Vehicle(s) License Plate No.:	
Insurance Carrier:	
Policy Number and Expiration Date:	
Liability Coverage Limits:	(Minimum Required: \$50,000/100,000 liability and \$25,000 property damage)

We also require a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport Students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, **please also be advised**, that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, **your insurance will provide the primary coverage for any resulting bodily injury or property damage.** The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our Students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the Vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not transport Students in a Vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport Students unless I have a working seatbelt for each Student, with seatbelts to be used at all times by myself and all transported Students. The Vehicle(s) may be inspected by District representatives.
3. I am over the age of 21 and will be the sole driver of the Vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized Students ride in the Vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the Vehicle to a specific activity, event, or competition **if** the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission, I can purchase admittance for such other child.

Printed Name

Signature

Date

Date Received by District:

Received by:

Field Trip Vehicles

School Site: _____ Teacher: _____

Date: _____ Time: _____ Destination: _____

Vehicle # _____
Driver: _____
Driver Cell #: _____
Passengers: _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Vehicle # _____
Driver: _____
Driver Cell #: _____
Passengers: _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Vehicle # _____
Driver: _____
Driver Cell #: _____
Passengers: _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Vehicle # _____
Driver: _____
Driver Cell #: _____
Passengers: _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Vehicle # _____
Driver: _____
Driver Cell #: _____
Passengers: _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Vehicle # _____
Driver: _____
Driver Cell #: _____
Passengers: _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

All Occupants Must Wear a Seat Belt

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. On the day of the trip updated rosters and transportation lists should be submitted to the school office and provided to the driver(s). Parent Permission Forms are carried by the teacher 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)

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Itinerary
- Field Trip Roster (RSK-F106I) or Zangle 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
- 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)

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Segment Administrator Approval (**10 days prior to trip**)
- Itinerary
- Field Trip Roster (RSK -F106I) or Zangle 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
- 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

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Segment Administrator Approval (**10 days prior to trip**)
- Itinerary
- Field Trip Roster (RSK-F106I) or Zangle 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
- 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:**
- Segment Administrator Approval (**10 days prior to trip**)
 - 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.)**
- Segment Administrator Approval (**6 weeks prior to trip**)
 - Risk Management Approval (Must be submitted **6 weeks prior to trip**)
 - Itinerary
 - Special Parent Waiver may be required
 - Special Event Liability Insurance Application may be required (RSK-F105B)
- Out of State/Country – BOARD APPROVAL REQUIRED**
- Field Trip Request Form (RSK-F106A) (Must be typed in order to present to the Board)
 - Principal Approval
 - Segment Administrator Approval (Must be submitted **6 weeks prior to trip**) The Segment Administrator's Office requires this extra time to prepare the Board Agenda item.
 - Risk Management Approval (Must be submitted **6 weeks prior to trip**)
 - 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 Zangle 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
 - 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

Other Information

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.

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 one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to 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.