



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. Submit all packets with the necessary information to the segment administrator for review and/or 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 changes to rosters and/or transportation lists should be submitted to the Transportation Office, Area Assistant Superintendent's Office, and provided to the driver(s) and field trip coordinator. Parent permission forms and rosters are carried by the field trip coordinator on the trip.

Important: Keep all field trip documents on file at the site for at least 2 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 if walking 6 weeks prior for bus or volunteer drivers)

- Field Trip Request Form (RSK-F106A)
- Principal Approval
- Segment Administrator approval (**only required if volunteer drivers**)
- Itinerary
- Field Trip Roster (RSK-F106I) or Infinite Campus printout okay
- Student Field Trip Authorization Form (RSK-F106C)
- Agreement for Activity Participation Form
- 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 Human Resources
- Release of Driver Record Information Form – if applicable
- Authorization for Administration of Medication Form – If applicable
- Bus Request Form (TRA-F006) - if applicable
- Student Alternate Transportation Form (RSK-F100B) - if applicable
- Student Personal Automobile Use Form - if applicable must be accompanied with RSK-F100B
- Scheduling and Notification of Field Trip Form (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 Form (RSK-F106C)
- Agreement for Activity Participation Form
- 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 Human Resources
- Release of Driver Record Information Form – if applicable
- Authorization for Administration of Medication Form – If applicable
- Bus Request Form (TRA-F006) - if applicable
- Student Alternate Transportation Form (RSK-F100B) - if applicable
- Student Personal Automobile Use Form - if applicable must be accompanied with RSK-F100B
- Scheduling and Notification of Field Trip Form (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 Form (RSK-F106C)
- Agreement for Activity Participation Form
- Overnight Trips Hotel Accommodations Form (RSK-F106H)
- Overnight Sleeping Arrangements Form (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 Human Resources
- Release of Driver Record Information – if applicable
- Authorization for Administration of Medication Form – If applicable
- Bus Request Form (TRA-F006) - if applicable
- Student Alternate Transportation Form (RSK-F100B) - if applicable
- Student Personal Automobile Use Form - if applicable must be accompanied with RSK-F100B
- Scheduling and Notification of Field Trip Form (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
- Agreement for Activity Participation Form
- 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 - Trips not submitted to Segment Administrator 6 weeks prior to trip can be considered automatically rejected by the Board of Education.)

- Field Trip Request Form (RSK-F106A) - **(Must be typed in order to present to the Board)**
- Principal Approval
- Segment Administrator Approval
- Risk Management Approval
- Chief Business Officer Approval
- Board Approval (Trips not submitted to Segment Administrator
- 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)
- Agreement for Activity Participation Form
- Adult Field Trip Authorization Form – if applicable
- Overnight Trips Hotel Accommodations Form (RSK-F106H)
- Overnight Sleeping Arrangements Form (RSK-F106D)

- Volunteer Personal Automobile Use Form (RSK-F106E) - if applicable
Volunteer drivers must be fingerprinted (Form BC -1) Contact Human Resources
- Release of Driver Record Information – if applicable
- Authorization for Administration of Medication Form – If applicable
- Field Trip Passenger Vehicle list (RSK-F106G)
- Scheduling and Notification of Field Trip Form (Food Request) NSD-F028
- Travel Request Form (ACC-F014)
- Bus Request Form (TRA-F006) - if applicable
- Student Alternate Transportation Form (RSK-F100B) - if applicable
- Student Personal Automobile Use Form - if applicable must be accompanied with RSK-F100B

GUIDELINES

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.

Activity Supervisor Clearance Certificate (ASCC):

California Education Code 35330(d) – Provide supervision of pupils involved in field trips or excursions by certificated employees of the district. This certificate is mandatory effective July 1, 2010. You must acquire this certificate if you are non-certificated (paid or non-paid) supervising, directing, or coaching a pupil activity program. Applicants can go to www.ctc.ca.gov and submit an online application. There is a fee not paid for by district.

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” provide information to Risk Management for review and approval.

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 six (6) weeks in advance when approval is required. Make sure to submit a clear copy of the driver license with the Release of Driver Record Information Form. 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, make sure the vehicle has a first aid kit readily accessible and make sure that all students have the appropriate safety restraints.

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. Provide completed copy of the “Release of Driver Record Information Form” for each driver using private vehicle or driving a rental vehicle.

Student Personal Automobile Use Form:

This is the first form that must be completed before a student can drive himself/herself to a district sponsored curricular or extracurricular activity.

Student Alternate Transportation Form:

This is the second form to be completed when a student is allowed to drive himself/herself to a district sponsored curricular or extra-curricular activity. This form must be signed by the supervising coach/teacher, and serves the separate purpose of gaining their approval for the student to transport himself/herself to the event.

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.

Administering Medication - Students with Medical Conditions:

Ascertain if any students attending field trip have medical conditions that require medication administration. For field trips taking place during regular school hours, you may bring the child's medication, Authorization to Administer Medications at School, any Emergency Care Plan and ensure that a staff member attending field trip has been trained on the Administration of Medications in the School. For field trips requiring travel times outside of the regular school day OR for any overnight field trip, send home with Student Permission Slips the Field Trip Medication Authorization form to be signed by parent and Health Care Provider. Medications must be in original labelled containers. Discuss with Health Services whether hired nursing support would be required (such as with Type 1 Diabetics, Severe Seizure Disorders). Again, any staff member attending field trip that will administer medications must be trained in advance.

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.