BULLETIN

SUBJECT: **FIELD TRIP FORMS AND REGULATIONS** **2021-22 NO. BS - 16**

TO: All School Sites and Departments

DATE: July 1, 2021

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DEPARTMENT: Risk & Disability Management

REVIEWED BY: Rose Ramos
Chief Business Officer, Business Services

APPROVED: Rose Ramos
Rose Ramos,
Chief Business Officer

For all field trips, school sites and departments must use the Field Trip Forms on the intranet. Be aware of timelines and approvals needed prior to submitting the completed packet to your Instructional Assistant Superintendent. The Field Trip Information Form (RSK-F106F) provides an overview of the process and required forms. Please note that the online versions are always the most current and they may be printed and downloaded as needed. 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 Release of Driver Record Information Form (EPN), 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 Instructional Assistant Superintendent and it will not be presented to the Board.
- Trips involving unusual activities or high-risk activities must be submitted to the Instructional Assistant Superintendent and Risk & Disability Management **6 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 Office at (916) 395-5720 x470014.

Please call the Risk & Disability Management at (916) 643-9421 if you have any questions.

Sacramento City Unified School District

FIELD TRIP INFORMATION & GUIDELINES

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 Instructional Assistant Superintendent for review and approval.
- Prior to submitting packet, make sure all required information is complete and accurate.
- 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, Instructional 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: Must comply with SCUSD COVID-19 Mitigation Guidelines for all trips outside of district facilities. No signature stamps allowed - 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 6 weeks prior to trip; 2 weeks' prior if walking/RT or Amtrak)**

- ☐ Field Trip Request Form (RSK–F106A)
- ☐ Principal Approval (No signature stamps allowed)
- ☐ Instructional Assistant Superintendent approval
- ☐ Itinerary (sample)
- ☐ Field Trip Roster (RSK–F106I) or Infinite Campus printout okay (sample)
- ☐ Student Field Trip Authorization Form (RSK-F106C)
- ☐ COVID-19 Assumption of Risk
- ☐ Agreement for Activity Participation Form
- ☐ Volunteer Personal Automobile Use Form (RSK–F106E) - if applicable
- ☐ Field Trip Vehicle Roster (RSK–F106G)
  - Volunteer drivers must be fingerprinted - Contact Human Resources
- ☐ Release of Driver Record Information Form – if applicable
- ☐ Authorization for Administration of Medication Form
- ☐ Bus Request Form (TRA–F006) - if applicable (No signature stamps allowed)
- ☐ Transportation Agreement – 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
- ☐ Travel Request Form (ACC-F014)
- ☐ COVID-19 Mitigation Guidelines from venue (if applicable)

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

- ☐ Field Trip Request Form (RSK–F106A)
- ☐ Principal Approval (No signature stamps allowed)
- ☐ Instructional Assistant Superintendent Approval
- ☐ Itinerary (sample)
- ☐ Field Trip Roster (RSK –F106I) or Infinite Campus printout okay (sample)

- ☐ Student Field Trip Authorization Form (RSK-F106C)
- ☐ COVID-19 Assumption of Risk
- ☐ Agreement for Activity Participation Form
- ☐ Volunteer Personal Automobile Use Form (RSK–F106E) - if applicable
- ☐ Field Trip Vehicle Roster (RSK – F106G)
  - Volunteer drivers must be fingerprinted - Contact Human Resources
- ☐ Release of Driver Record Information Form – if applicable
- ☐ Authorization for Administration of Medication Form
- ☐ Bus Request Form (TRA–F006) - if applicable (No signature stamps allowed)
- ☐ Transportation Agreement – 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
- ☐ Travel Request Form (ACC-F014)
- ☐ COVID-19 Mitigation Guidelines from venue (if applicable)

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

- ☐ Field Trip Request Form (RSK–F106A)
- ☐ Principal Approval (No signature stamps allowed)
- ☐ Instructional Assistant Superintendent Approval
- ☐ Itinerary (sample)
- ☐ Field Trip Roster (RSK–F106I) or Infinite Campus printout okay (sample)
- ☐ Student Field Trip Authorization Form (RSK-F106C)
- ☐ COVID-19 Assumption of Risk
- ☐ Agreement for Activity Participation Form
- ☐ Overnight Trip Accommodations Form (RSK–F106H)
- ☐ Overnight Sleeping Arrangements Form (RSK-F106D)
- ☐ Volunteer Personal Automobile Use Form (RSK–F106E) - if applicable
- ☐ Field Trip Vehicle Roster (RSK–F106G)
  - Volunteer drivers must be fingerprinted - Contact Human Resources
- ☐ Release of Driver Record Information – if applicable
- ☐ Authorization for Administration of Medication Form
- ☐ Bus Request Form (TRA–F006) - if applicable (No signature stamps allowed)
- ☐ Transportation Agreement – 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
- ☐ Travel Request Form (ACC-F014)
- ☐ COVID-19 Mitigation Guidelines from venue (if applicable)

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

- ☐ Instructional Assistant Superintendent Approval
- ☐ Lifeguard Certificate from private pool facility (i.e. clubhouses, swim clubs) and specific chaperone ratios are required per Board Policy AR 6153(d)
- ☐ Certificate of Insurance for all private pools (including clubhouses, swim clubs) are required per Board Policy AR 6153(c)

☐ **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**

- ☐ Instructional Assistant Superintendent Approval
- ☐ Risk Management Approval
- ☐ Itinerary (sample)
- ☐ 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 Instructional Assistant Superintendent 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 (No signature stamps allowed)
- ☐ Instructional Assistant Superintendent Approval
- ☐ Risk Management Approval
- ☐ Chief Business Officer Approval
- ☐ Board Approval
- ☐ Out-of-State/Country Request Form (RSK–F106B)
- ☐ Itinerary (sample)
- ☐ Field Trip Roster (RSK–F106I) or Infinite Campus printout okay (sample)
- ☐ Student Field Trip (Outside California) Authorization (RSK-F106J)
- ☐ Student Field Trip Authorization Form (RSK-F106C)
- ☐ COVID-19 Assumption of Risk
- ☐ Agreement for Activity Participation Form
- ☐ Adult Field Trip Authorization Out of State Form
- ☐ Overnight Trip Accommodations Form (RSK–F106H)
- ☐ Overnight Sleeping Arrangements Form (RSK-F106D)
- ☐ Volunteer Personal Automobile Use Form (RSK–F106E) - if applicable
  - Volunteer drivers must be fingerprinted - Contact Human Resources
- ☐ Field Trip Vehicle Roster (RSK–F106G)
- ☐ Release of Driver Record Information – if applicable
- ☐ Authorization for Administration of Medication Form
- ☐ Scheduling and Notification of Field Trip Form (Food Request) NSD-F028
- ☐ Travel Request Form (ACC-F014)
- ☐ Bus Request Form (TRA–F006) - if applicable (No signature stamps allowed)
- ☐ Transportation Agreement – if applicable
- ☐ Student Alternate Transportation Form (RSK–F100B) - if applicable
- ☐ Student Personal Automobile Use Form - if applicable must be accompanied with RSK-F100B
- ☐ COVID-19 Mitigation Guidelines from venue (if applicable)

GUIDELINES

COVID-19 Safety Guidance for Extra-curricular Travel:

- All individuals participating in the event must meet the health screening requirements before participating in the event.
- Ride share (personal vehicles, district bus or van) – volunteer drivers must be cleared to drive students through the district's Pull Notice Program and have completed the COVID-19 training prior to travel.
- District staff or volunteer drivers will not transport staff or students that appear to be visibly sick and/or have symptoms.
- To reduce the risk of close contact exposure cohort students and adults as much as possible (i.e. same group that drives together, stays in the same group).
- Ensure PPE is provided and accessible to all – we recommend using district provided PPE (disposable mask, hand sanitizer). PPE can be obtained through the district's PPE ordering process COVID-19 PPE Request or you can order specialized PPE kits that include a first aid bag from Risk Management.
    - Call or email Risk Management at 916-649-9421 RiskM@scusd.edu.
- Mask requirements – all students and staff must wear a face mask while riding in the same vehicle or inside any facility. Please make sure to have a supply of disposable face masks at all times.
    - Overnight Trips: mask should not be worn while sleeping (cabin, hotel rooms and/or camping tents)
    - Masks should be removed during certain activities where they may pose a hazard, such as water activities.
- Ensure ventilation in vehicle, with open/partially open windows as weather permits.
- Physical distance as much as possible while riding in the vehicle.
- Follow physical distance guidelines to the extent possible when indoors or outdoors.
- Comply with any COVID-19 testing and/or vaccination requirements per requirements by the venue, SCUSD, SCPH or CDPH guidelines.
- Any field trip approved by the district requires students and staff to follow all the public health mitigation measures outlined in the district's Return to Health Plan, regardless of location.
- Submit COVID-19 Mitigation Guidelines for all field trips outside of SCUSD district facilities (if applicable) – subject to Risk Management's approval.

Principal/Designee:

Board Policy AR 6153 – Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For non-certificated adults who will assist in supervising student on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

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 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, as well as 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. The Release of Driver Record 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 Instructional Assistant Superintendent (**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: education nature of 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. If no student requires medication mark the box indicating none on the Medication Authorization.

Chaperone Requirements (Role):
Board Policy AR 6153 - Chaperones shall be 21 years of age or older. 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. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities. 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.

Chaperones should also:

- Know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.).
- Know the first aid contact (must be certified & trained in first aid)
- Have access and available to the first aid kit
- Have access and available a cell phone and/or other means of reliable communication