



## Sacramento City Unified School District Athletic / Extracurricular Season Travel INFORMATION AND CHECKLIST

This information is to assist you in completing the necessary paperwork for athletic/extracurricular season travel. 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. Release of Driver Record Information form should be submitted in advance to Risk Management prior to submitting completed trip packets for approval. On the day of travel, updated rosters and transportation lists should be submitted to the field trips office, area assistant superintendent's office, and provided to the driver(s) and/or trip coordinator. Parent permission forms are carried by the coach.

**Important: Keep all documents on file at the site for at least two years.**

School \_\_\_\_\_

Date of Trip \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Students: \_\_\_\_\_

☐ **Seasonal Trips are less than 50-mile radius, such as extracurricular and walking trips. For walking trips and extracurricular trips, submit your packet for approval 2 weeks prior. If your trip requires a bus or volunteer drivers, submit your packet for approval 6 weeks prior.**

- ☐ Athletic Extracurricular Season Trip Request Form (RSK-F106A)
- ☐ Itinerary – Season Schedule
- ☐ Roster RSK-F106I or Infinite Campus printout
- ☐ Assumption of Risk Agreement COVID-19
- ☐ Agreement Team Participation RSK-F100A
- ☐ 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 Form – if applicable (Volunteers driving throughout season)
- ☐ Vehicle Roster (RSK-F106G)
- ☐ Emergency Card
- ☐ Bus Request Form (TRA-F006) - if applicable

# GUIDELINES

## **COVID-19 Safety Guidance for Extra-curricular Travel:**

- Ride share (personal vehicles, district bus or van) - drivers must be district staff members only.
- Parents/guardians can transport their own student in their personal vehicle, but cannot transport other students.
- District staff will not transport staff or students that appear to be visibly sick and/or have symptoms.
- Use district provided PPE (disposable mask, hand sanitizer) only - 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 Martine Kruger at 916-649-9421 KrugerM@scusd.edu.
- Mask requirements – all students and staff must wear a face mask while riding in the same vehicle. Please make sure to have a supply of disposable face masks at all times.
- Ensure good 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 SCPH or CDPH guidelines.

## **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: The district discourages; 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.

Vehicle Safety Program: This consent form is required and must be completed by all employees and volunteers that drive district students at all times. A copy of a valid driver's license and proof of insurance limits are required (see requirements below under Vehicle Safety Program Employee Pull Notice).

## **Student Ratio:**

The ratio of adult chaperones to students shall be at least (1) one to (10) ten for secondary students grades 7-12. For grades 4-6, this ratio shall be (1) one adult chaperone to (8) eight students. For grades K-3, this ratio shall be (1) one adult chaperone to (4) four students.

**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" 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 Forms **(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.

**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 and applies to 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 and proof of insurance limits (minimum required: \$100,000/300,000 liability and \$50,000 property damage). 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.

**Administering Medication:** For 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.**

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 a 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