

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT
14806 Pleasant Valley Road
Penn Valley, CA 95946
(530) 432-7311

FIELD TRIP PROCEDURES 2018-19



Williams Ranch School
Principal – Melissa Conley

Ready Springs School
Principal – Shaun Hurtado

Vantage Point Charter School
Principal – Dr. Torie England

**DURHAM SCHOOL SERVICES
FIELD TRIP REQUEST FORM
FAX 530-273-2210**

Quote Trip Only _____

Reserve the Trip _____

- Please initial your request.

Date of the Trip _____ Day of week _____

School Requesting Trip _____ Grade Level _____

PO Number _____ ** If your District requires a PO Number that must be included on the Trip Request. This trip will not be booked until PO Number is included.

No of Students _____ No of Adults _____ No. of Buses _____

Person In Charge _____ Telephone No. _____

Type of Event _____

Pick up Location _____ Pick Up Time _____ Return Time _____

Round Trip YES or NO One Way Drop Off YES or NO

Overnight Trip YES or NO How many nights _____ Include Itinerary **

Destination(s): (include address) _____

Lunch, Dinner, Restroom Stops must be shown on the trip request: _____

Is a Cargo Area Required YES or NO (Sports Equipment, Band, etc.)

Driver accommodations are arranged by the school unless otherwise noted. A Per Diem Charge of 35.00 Per Day will be billed, including any toll charges or parking fees.

Estimate of Charges ** include a 10% fuel charge.

Min. Charge 2 Hr. _____ (114.00)

Each Add. Hr _____ (29.00)

Miles _____ (1.04)

Total Estimate _____

Durham Use Only

Field Trip Booked on _____ Confirmed by _____ Faxed _____

School Authorized Approver _____ Date _____

Field Trip Form Instructions

- 1.0 Indicate at the top if you want a TRIP QUOTE ONLY. If you initial that area, your trip is not booked. If you want to book the trip you will need to send back the same form and indicate RESERVE THE TRIP.
- 2.0 Complete all the fields that will apply. Be sure to leave nothing blank. If it does not apply to you than write NA.
- 3.0 PO Number. This is a required field if your School or School District has asked you to get PO Number's before you schedule a trip.
- 4.0 Day and Date of the trip needs no explanation.
- 5.0 No of students No of adults and No of buses cannot be left blank.
- 6.0 Pick up location must be specific. Not just the school name but the location at the school.
- 7.0 Destination should include the address not just the name.
- 8.0 Total Trip Time and Total Trip Miles: How long do you estimate your time and miles to be.
- 9.0 Dinner, Lunch or Restroom Breaks must be shown on the trip form. This must be the city name and the location. (not the name of the restaurant). The Superintendent is required to approve all stops, including Field Trip stops.
- 10.0 If your trip includes accommodations, parking fees, tolls charges, per diems you may be required to pay ahead for those items.
 - Accommodations for the drivers will be your responsibility.
- 11.0 Trip Itinerary's will be required for any trips that are more than one stop or location and or more than one day.
- 12.0 Itineraries must be included with the trip request form.
- 13.0 Estimated charges are the fee's that we will bill your School District. We do not do 3rd party billing. If someone else is paying for the trip, they will need to reimburse you. We will not invoice them directly.
- 14.0 Your Trip Form will be faxed back to the school fax number, unless otherwise requested. This will note Trip Booked.
- 15.0 Noted also will be who confirmed the trip and when it was confirmed.

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

FIELD TRIP APPROVAL REQUEST

Ready Springs School Vantage Point Williams Ranch School Pleasant Valley School

Requested by (teacher): Grade: Today's Date:

Date(s) of Field Trip: (Minimum 2 weeks prior notice required)

Time(s) of Field Trip: Depart school: Arrive at destination: Depart destination: Arrive at school:

Destination: Number of students attending:

Purpose of trip:

- Walking Lunch ON CAMPUS, as usual Private Vehicle* Lunch OFF Campus Bus**

Estimated cost of this field trip (requisition attached) (excluding transportation costs): Funding source: PTC \$ deposited Student Body Other

See attached for "Field Trip information and checklist"

*Private vehicle instructions:

- 1. TWO DAYS PRIOR to departure, provide school office with list of drivers and students in EACH vehicle. School Office staff will verify listed drivers have provided acceptable clearance paperwork. Only approved drivers are allowed to transport students. Driver must provide school office with completed/signed Private Automobile Transportation Form along with required supporting documentation. See School Office for forms. Note: Does require copy of driving record from DMV along with copy of Drivers License and Insurance Coverage. Vehicles with one adult in the vehicle transporting students who are not their own child must be fingerprinted and DOJ/FBI clearance received by the district. 2. Be sure each driver has "Driver Instructions" before departure.

**Bus Transportation:

Attach Durham School Services Field Trip Request Form

Approved by Principal: Date:

Central Kitchen notified & calendared by School Office Staff : Initial: Date:

Confirmation copy to teacher: Date:

cc: District Office (2 copies - 1 to Business Services for cost and 1 to Superintendent)

Revised 9/1/16 sellis

**PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT
FIELD TRIP
INFORMATION AND CHECKLIST**

APPROVAL & PERMISSION:

When planning a field trip, make sure that it clearly fits the California Standards for your grade level(s). Be very specific, i.e. Science Standard. Get site principal's verbal approval for the date and destination of the field trip prior to submitting written forms.

_____ All school field trips must be requested and accompanied by a certificated employee.

_____ All school field trips begin and end at the school site.

_____ Submit completed *Field Trip Approval Request* form to your school office at least two weeks before the trip - **Reminder: Check with School Office for date availability before completing and submitting the Field Trip Approval Request Form. If a bus is required, complete and attach the Durham School Services Field Trip Request Form to the Field Trip Approval Request Form.**

(Note: Four weeks advance notice are needed for any field trips which require Board approval: e.g. newly proposed overnight field trips, out of state field trips or any trips which might conceivably be construed as controversial or dangerous.)

_____ Upon receiving written approval for Field Trip, 1) send an explanatory letter (form attached and 2) *Field Trip Permit* form to parents. Give a copy of your letter to the Principal. Note: The *Field Trip Permit Form* contains a section giving *Consent to Emergency Treatment* and must be completed and returned in order for a student to attend the field trip. The explanatory letter is for the parents to keep. The explanatory letter should include (a sample is provided in this packet):

- destination and routes to be taken.
- educational purpose.
- date(s) of trip, itinerary--with time of departure and return and estimated time of other stops.
- special details of interest to parents--clothing, lunches, cost, etc.
- transportation - either bus or private vehicles. If private vehicles - note that parents can obtain the paperwork from the school office. It does require supporting documentation (driver's license, DMV H6 (10 year) driving record, copy of insurance coverage). See details and instructions under TRANSPORTATION on Page 3.

_____ Plan how to inform parents in the eventuality of late return, etc. Have a phone tree set up or otherwise be able to inform the office and/or parents in case later return is unavoidable. Assure that students will be picked up in a timely manner or adequately supervised following the trip. The supervising teacher will remain on campus with students until all are picked up by parents/guardians.

_____ All deposits and check requests for field trips **MUST BE** into the School Office 2 (two) days prior to field trip.

Field Trip - Teacher's Procedural Checklist
Page 2

- _____ Teacher requesting field trip needs to arrange with another teacher for a place for any students who may not attend. Let the Secretary know in advance where these students will be placed so that the office knows their classroom location.
- _____ Teacher requesting field trip needs to let the other classes/teachers know about the field trip.
- _____ The teacher coordinating the field trip guarantees that only children enrolled in the class accompany the trip.
- _____ Brief chaperones as to their expected behaviors and expectations. (Note: Chaperones must be a minimum of 21 years of age)
- _____ Field trip permission slips are to be kept on file in the school office for one (1) year following the trip.

INSURANCE (Students):

- _____ If the trip is overnight or dangerous (e.g. skiing/sledding/snow/ships/boats) make provisions to pay the School Office **\$1.75** per person (all students required - chaperones are optional) per day for special insurance coverage of these trips. The School Office will charge you accordingly. Complete the Short Term (24 Hour) Coverage Form to have the School Office invoiced - give the form and a roster to the School Office to be faxed within 48 hours of approved trip. A roster of all students attending must accompany the insurance request.

TRANSPORTATION:

- _____ Busses are reserved through Durham School Services. If you require a bus for the field trip, please complete and attach the Durham School Services Field Trip Request form to your Field Trip Approval Request and submit to the Principal for approval. Please read the Field Trip Form Instructions as outlined by Durham. If the site principal approves the Field Trip Approval Request, the School Office will fax the request for a bus to Durham on your behalf. Please note: Extra busses for field trips during a.m./p.m. routes are limited.
- _____ If you are hiring a tour bus or any other bus through any company other than First Student, submit a copy of the driver's ***Tour Bus Certificate*** to the school office prior to the trip. They must also provide at least \$10,000,000 automobile liability insurance and our district must be named on their policy as an additional insured. Fill out a requisition form to pay for the bus using normal requisition procedures. Attach a copy of the Tour Bus Certificate to the requisition form to be forwarded to the District Office for processing.

_____ If private vehicles are to be used, check that a *Private Automobile Transportation Form and required documentation* is on file in the School Office for any driver and vehicle that will be involved in transporting students. Once approved, the approval is for the entire school year. Each school year, the documentation and form must be resubmitted for approval. **Drivers must be at least 21 years of age per Board Policy.** Two days prior to departure, provide the school office with the list of drivers and students in EACH vehicle. School office staff will verify listed drivers have provided acceptable clearance paperwork. If driver will be the only adult in the vehicle transporting students other than their own child, fingerprints will be required to be on file. See next section.

FINGERPRINTING OF DRIVERS & CHAPERONES OF OVERNIGHT FIELD TRIPS:

_____ Department of Justice and FBI Fingerprint clearance is required for all drivers of overnight field trips as well as any chaperone of an overnight field trip, as well as any time a driver will be the only adult in the vehicle transporting students other than their own child. You are encouraged to schedule more than one chaperone per vehicle. If fingerprints are required for the field trip, the process may take up to two weeks for processing. The District does not pay for volunteer fingerprints. Fingerprinting of volunteers is at the volunteer's expense. (The cost can be from \$61.25 to \$68 depending on where the livescan service is provided.)

CHAPERONES - TB TESTS REQUIRED AND MUST BE 21 YEARS OF AGE:

_____ All chaperones are required to have a clear TB test on file with the District. Please check with your school office for the list of district volunteers with TB tests on file. For more information regarding TB testing, please contact Denise at the District Office. All Chaperones must be a minimum of 21 years of age.

DAY OF TRIP:

_____ Submit to the School Office:

1. Class roster identifying students who are on the trip
2. Parent Chaperones (Chaperone cell phone #'s & emergency phone #'s)
3. Copy of field trip permission form
4. Itinerary
5. List of students in each car and driver's name and cell phone #
6. Copy of all student permission forms.
7. Signed Chaperone/Driver acknowledgement forms

_____ Provide each driver with a filled-out Student Field Trip Permit (*Permission Slip - Consent to Emergency Treatment*) form for each student who will be riding in their vehicle.

_____ Provide each driver with the **"Driver Instructions"** with the emergency contact information filled in.

Teacher's Procedural Checklist

Page 4

_____ Allow no pupil to leave the field trip without written parental permission, specifying when the child may leave and with whom. The parent must sign and complete the "Parent Checkout from Field trip" record upon actually taking the child. (Teacher has one checkout list for the field trip as a sign off sheet.)

_____ Check out a Field Trip First Aid Kit from the office, take it with you on the trip, and check it back in to the office immediately afterwards or use your classroom first aid fanny pack.

_____ Make sure the school office has your cell phone number before departing.

_____ Check out meds from Health Office prior to leaving.

Revised 9/1/16 sellis