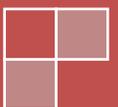




# Student Transportation Guidelines

*Although field trip and excursion attendees have waived all claims, Districts may be liable for non-supervision of students because there is no discretion not to supervise them.*



## **TABLE OF CONTENTS**

<b>BACKGROUND</b> .....	<b>3</b>
<b>GOAL</b> .....	<b>4</b>
<b>INTRODUCTION</b> .....	<b>4</b>
<b>CHARTERED TRANSPORTATION SERVICES</b> .....	<b>5</b>
<b>SAMPLE DISTRICT DRIVER POLICY</b> .....	<b>6</b>
<b>SAMPLE MILEAGE REIMBURSEMENT</b> .....	<b>8</b>
<b>DMV PULL NOTICE PROGRAM</b> .....	<b>8</b>
<b>DMV RECORDS THROUGH ASCIP</b> .....	<b>9</b>
<b>SCHOOL BUS EMERGENCY PROCEDURES &amp; PASSENGER SAFETY TRAINING</b> .....	<b>10</b>
<b>SAMPLE RISK MANAGEMENT GUIDELINES FOR NHTST TRANSPORTATION</b> .....	<b>11</b>
<b>USE OF PRIVATE VEHICLES – SAMPLE POLICY</b> .....	<b>12</b>
<b>PRIVATE VEHICLE PROOF OF INSURANCE</b> .....	<b>13</b>
<b>SCHOOL FIELD TRIP PROCEDURES AND RELATED</b> .....	<b>13</b>
<b>DEFINITION OF A FIELD TRIP</b>	<b>13</b>
<b>PROPOSED ACTIVITY</b>	<b>14</b>
<b>DATE OF REQUEST SUBMISSION</b>	<b>14</b>
<b>PARTICIPATION BY STUDENTS WITH DISABILITIES</b>	<b>15</b>
<b>TRAVEL INFORMATION</b>	<b>16</b>
<b>ITINERARY</b>	<b>17</b>
<b>SUPERVISION OF STUDENTS</b>	<b>17</b>
<b>EMERGENCY PROCEDURES</b>	<b>17</b>
<b>SPECIFIC FIELD TRIP PROCEDURES</b>	<b>18</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 1</b> .....	<b>19</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 2</b> .....	<b>20</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 3</b> .....	<b>21</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 4</b> .....	<b>23</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 5A</b> .....	<b>24</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 5B</b> .....	<b>25</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 5C</b> .....	<b>24</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 5D</b> .....	<b>25</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 6A</b> .....	<b>29</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 6B</b> .....	<b>30</b>
<b>SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 7</b> .....	<b>31</b>
<b>SAMPLE– FIELD TRIP ITINERARY</b> .....	<b>32</b>



# STUDENT TRANSPORTATION GUIDELINES

## BACKGROUND

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***All persons on field trips or excursions have waived all claims against K-12 Districts.***

California Education Code Section 35330(d) states that “All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims.”

***All students transported to and from the school premises, on field trips or excursions have waived all claims against Community College Districts unless under the immediate and direct supervision of an employee.***

California Education Code Section 87706 states that “Notwithstanding any other provision of this code, no community college district, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any student of the public schools at any time when such student is not in school property, unless such district has undertaken to provide transportation for such student to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances. In the event of such a specific undertaking, the district shall be liable or responsible for the conduct or safety of any student only while such student is or should be under the immediate and direct supervision of an employee of such district or board.”

***Districts may be liable for non-supervision of students because there is no discretion not to supervise them.***

California Government Code Section 815.6 states that “Where a public entity is under a mandatory duty imposed by an enactment that is designed to protect against the risk of a particular kind of injury, the public entity is liable for an injury of that kind proximately caused by its failure to discharge the duty unless the public entity establishes that it exercised reasonable diligence to discharge the duty.”

## GOAL

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In order to minimize potential harm to the District's students, employees, and volunteers while seeking maximal educational opportunities for its students and reductions in the District's potential liability, these Student Transportation Guidelines provide standardized procedures for planning and conducting school field trips and other transportation types in a safe, fair, and orderly manner.

## INTRODUCTION

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K-12 student transportation is generally categorized as Home-to-School Transportation (HTST)<sup>1</sup> is generally categorized as Home-to-School Transportation (HTST)<sup>2</sup> and Non-Home-to-School Transportation (NHTST<sup>3</sup>). California school districts provide transportation between home and school (HTST) for about one in eight students. The exact share of students transported by District varies notably across the state, with about one-quarter of Districts transporting less than 10 percent of their students and about one-tenth of districts, generally smaller and more rural, transporting more than half of their students. Districts provide transportation for a variety of reasons, including concerns that students lack alternative methods of getting to school as well as federal laws that require certain groups of students, including some students with disabilities, to be bused.

And, every District has occasion for Non-Home-to-School Transportation (NHTST) for its students. Such transportation involves field trips, athletic events, and similar extracurricular activities wherein transportation may be provided by District-owned fleets, contracted school bus services, or volunteer driver.

Recognizing this, Districts have significant auto liability exposures. It is important to note that **the primary layer of liability coverage is the insurance which is on the vehicle driven**. Therefore, when a permissive user<sup>4</sup> is driving a District vehicle, the District's liability coverage will be primary. When a private vehicle is being driven, the primary liability coverage will be that which is on the private vehicle and thus the District's liability coverage will be excess.

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<sup>1</sup> **For Community College Districts only, there is no differentiation between NHTST and HTST for purposes of these Guidelines.** ASCIP has also prepared guidelines for regular K-12 school bus route HTS trip transportation entitled **ASCIP School Bus Route and School Bus Stop Location Planning and Operating Guidelines**.

<sup>2</sup> ASCIP has also prepared guidelines for regular school bus route trip transportation entitled **ASCIP School Bus Route and School Bus Stop Location Planning and Operating Guidelines**.

<sup>3</sup> Most Non-Home-to-School Transportation (NHTST) can be categorized as forms of field trip transportation (which includes athletic events). For Community College Districts only, there is no differentiation between NHTST and HTST for purposes of these Guidelines.

<sup>4</sup> **In general, ASCIP would recommend that District's permissive drivers be limited to properly trained, licensed District employees.**

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**Note:** The District does not provide any collision or comprehensive coverage on private vehicles. Collision coverage is intended for damage that results to a vehicle from striking into another vehicle or object. Comprehensive coverage is intended to cover for a loss due to fire, theft, vandalism and other non-collision type of damage.

It is recommended that the District have in place a transportation risk management policy. Such a policy may contain:

- Chartered transportation services
- District driver policy
- School bus emergency procedures and passenger safety training
- Guidelines for NHTST transportation
- Use of private vehicle policy
- “Proof of Insurance” for private vehicles
- Completion of appropriate vehicle use forms
- DMV records check, i.e., “pull notice program”, ASCIP’s driving record request service
- Adherence to education codes and vehicle codes
- Drug test requirements for employees (that drive school pupil transportation or commercial vehicles).

## **CHARTERED TRANSPORTATION SERVICES**

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### **PERMITS AND LICENSES**

Districts must ensure that all chartered transportation companies maintain in force licenses and permits as required by state law for furnishing the service and shall comply with and observe all provisions of state law, including but not limited to provisions of the *California Vehicle Code*; the *Education Code*; and directives and regulations of the State Board of Education, and any other governmental agency, relative to the transportation of pupils.

ASCIP recommends that an agreement or contract be executed with the company prior to the services being rendered. Such agreements/contract should contain, but not limited to, the following insurance types and limits for chartered transportation services:

### **INSURANCE REQUIREMENTS**

#### **General Liability**

- Minimum limit of 5 million dollars (\$5,000,000) combined single limit.

- Specify that its coverage is primary.
- Be underwritten by a carrier acceptable to the District with a rating of A+ or A++
- Include the following coverage:
  1. Premises and operations;
  2. Contractual liability;
  3. Broad form property damage;
  4. Personal injury;
  5. Broad form liability endorsement;
  6. Sexual abuse Molestation Coverage.

### **Automobile Liability**

- Including coverage for owned, hired, and non-owned vehicles, in an amount of not less than 25 million dollars (\$25,000,000) combined single limit for each occurrence.<sup>5</sup> Higher limits should be considered on transportation type and number of students.

### **Workers' Compensation**

- Statutory workers' compensation insurance as required by law
- Employer's Liability with a limit of \$1,000,000 per occurrence

### **SAMPLE SAFE DRIVER PROGRAM**

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Employees **[and other permissive drivers, if any,]** shall participate in the District's Safe Driver Program prior to authorization to use any vehicle for District business. The District shall refuse a permissive driver authorization to operate a vehicle on District business and be reimbursed mileage if the individual is determined to be a negligent operator or fails to maintain a valid California Class A, B, or C driver's license based on the type of vehicle driven.

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<sup>5</sup> The U.S. Department of Transportation. Federal Motor Carrier Safety Administration's April 2014 report entitled, *Examining the Appropriateness of the Current Financial Responsibility and Security Requirements for Motor Carriers, Brokers, and Freight Forwarders – Report to Congress A Report Pursuant to Section 32104 of the Moving Ahead for Progress in the 21st Century Act* (P.L. 112-141) indicates that a minimum of \$20,000,000 may be appropriate. The Orland bus crash certainly supports the potential need for higher limits (see <http://www.scpr.org/news/2015/07/14/53103/orland-bus-crash-feds-to-share-results-of-probe-of/>).

## DISTRICT DRIVER PROCEDURE

All employees who may be required to drive a vehicle while on District business shall participate in the Safe Driver Program. **[All other permissive drivers, if any, who may be allowed to drive a vehicle while on District business shall also participate in the Safe Driver Program.]** The Safe Driver Program may be presented by a qualified district employee or a consultant. The employees **[and other permissive drivers, if any,]** shall participate in this program prior to receiving authorization to operate any vehicle for District business.

The program will include the following:

- Safe driving workshop, or
- Safe driving video including defensive driving techniques
- Question and answer period

All employees **[and other permissive drivers, if any,]** drivers shall submit to the District the following information:

- California driver's license number
- Last name, first name, middle name or initial
- Current address with zip code
- Date of birth

The District will order a driver record history through the Department of Motor Vehicles, ASCIP's Motor Vehicle Report Request or other similar programs. Each time a driver is convicted of a moving traffic law violation, the court notifies the Department of Motor Vehicles and the driver record will be updated accordingly. A record of the conviction is placed in the employee's driver's license file at the District.

The District shall refuse an employee authorization to operate a District vehicle if the individual is determined to be negligent operator based on the employee's DMV driver record or fails to maintain a valid California Class A, B, or C driver's license as is appropriate to the driver's vehicle.

The District shall maintain a list of approved employees **[and other permissive drivers, if any,]** who are authorized to operate District vehicles based on the type of vehicles driven by each approved employee employees **[or other permissive driver, if any,]** respectively.

## **SAMPLE MILEAGE REIMBURSEMENT**

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**This information should be provided to those employees [and other permissive drivers, if any,] who apply for reimbursement of mileage costs.**

The mileage reimbursement paid by the District covers all operating expenses on your vehicle including, but not limited to, insurance, gas, oil, maintenance, and etc.

If you drive your own vehicle while on District business and you are involved in an accident, your auto liability insurance policy is primary. The District liability coverage would be activated only after your limits have been exhausted and the district is determined to be liable. The District does not cover collision or comprehensive coverage for your vehicle. If you are involved in an accident while on District business, you must contact your supervisor or primary District contact to report the accident.

State law requires that vehicle owners meet a minimum financial responsibility. This requirement is met by providing proof of automobile liability insurance or a bond.

If you do not carry automobile liability insurance, you should immediately notify your supervisor or primary District contact. You may not use your vehicle for District business until you have met the minimum requirements.

## **DMV PULL NOTICE PROGRAM**

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The Department of Motor Vehicles has a program in which the District can automatically receive driving records for specified employees **[and other permissive drivers, if any.]**. This is a valuable tool for keeping track of the driving records of employees **[and other permissive drivers, if any,]** who regularly drive on District business. This program is referred to as the Employee Pull Notice Program (EPN).

- The DMV will provide employee **[and other permissive drivers, if any,]** driving record information to the District at no charge.
- Identify all employees **[and other permissive drivers, if any,]** who regularly drive a vehicle on district business.
- Obtain a Governmental Requester Code Number.
- Complete the DMV request for each employee **[and other permissive drivers, if any.]**.
- Mail the completed request to the Department of Motor Vehicles.

- Any questionable driving records should be discussed with the appropriate District Administrator.
- Any driver who has a driver's license or privilege suspended, revoked, or canceled by any state for any period, or who is disqualified from driving a commercial motor vehicle for any period, shall notify District of the suspension, revocation, cancellation, or disqualification, before the end of the business day following the action in accordance with Vehicle Code Section 15224.
- Per 49 CFR 383.81, commercial drivers with any non-disqualifying traffic conviction shall notify District within 30 days following the conviction.

### **DMV RECORDS THROUGH ASCIP**

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If desired, ASCIP will order DMV records on behalf of the members on a no-fee basis.

ASCIP member Districts requesting Department of Motor Vehicle records information through ASCIP should be aware of the following:

- Districts operating vehicles of a type requiring employees to have valid Commercial Driver's Licenses (CDL) are required by law to participate in the California DMV Pull Notice Program per the California Vehicle Code section 1808.1.
- All District drivers should be enrolled in the Pull Notice Program.
- All requests for DMV information through ASCIP, for employees, volunteers, or others, must be with the knowledge and consent of the individual whose driving record information is being requested. No unauthorized dissemination of DMV records or other information is permitted. Ref: California Vehicle Code sections 1808.21, 1808.45, 1808.46, and 1808.47.
- ASCIP shall not be responsible for any errors or omissions in the DMV record information obtained at the request of an ASCIP member District.
- The interpretation and use of DMV information obtained through ASCIP is solely the responsibility of the requesting District.

Please refer to the ASCIP Motor Vehicle Report Request form at the end of these Guidelines.

## **SCHOOL BUS EMERGENCY PROCEDURES AND PASSENGER SAFETY TRAINING**

Education Code Section 39831.5 provides that all pupils riding in a school bus or school pupil activity bus must receive instruction in school bus procedure and passenger safety as follows:

At least once each school year, all pupils receiving home to school transportation shall receive safety instruction, which includes, but is not limited to:

- Proper loading and unloading procedures
- Proper passenger conduct
- Bus evacuation
- Location of emergency equipment
- School bus evacuation drill through emergency exit doors
- Proper crossing of a street, highway or private road

This training shall be documented each time the instruction is given as follows:

- Name of District or COE
- Name and location of the School
- Date of instruction
- Names of supervising adults
- Number of pupils participating
- Grade levels of pupils
- Subjects covered in the instruction
- Amount of time taken for instruction
- Bus driver's name
- Bus number
- Additional remarks

The above information shall remain on file for one (1) year from the date of the instruction.

Prior to departure on any school activity trip, all pupils and chaperones riding on a school bus or school pupil activity bus shall receive safety instruction, which includes, but is not limited to:

- Location of emergency exits
- Use of emergency equipment

### **SAMPLE RISK MANAGEMENT GUIDELINES FOR NHTST TRANSPORTATION**

In order to ensure the maximum safety of students, District employees, and other individuals who may be participating in field trips or other official District business requiring transportation, and in order to mitigate the liability exposure of the District, the following guidelines have been established to regulate transportation activities:

It is the policy of the District to provide district vehicles and district drivers for official school activities and business whenever it is possible to do so.

When District-provided transportation is available, students are required to use this transportation unless extraordinary conditions merit an exception. Exceptions shall be made through a petition process in writing.

The use of private vehicles for student transportation is discouraged, however, when such transportation is the only feasible method available, the following risk management guidelines shall be followed:

- A “Use of Private Vehicle” request form must be submitted by the Department sponsoring the activity/event to the District in accordance with the timeline established by the District.
- The driver must submit proof of valid insurance along with the “Use of Private Vehicle” form and must certify that he/she will inform the District if there is any change in his/her insurance status. **[This should occur at least five school days before the proposed activity/event.]**
- The driver will provide the District with authorization to check his/her driving record through the California Department of Motor Vehicles Driver Record Program. The driver’s license must be valid, and driving records must be acceptable to the District.
- Volunteers should be named/acknowledged by District Board action.

All students and volunteers participating in a field trip must submit a student or volunteer field trip permission slip, indicating the mode of transportation to be used, authorization for emergency medical treatment, and indicating—in the case of the volunteer drivers or individuals using personal vehicles—knowledge of the laws pertaining to the transportation of students and California financial responsibility laws pertaining to automobile liability. A synopsis of these rules shall be printed on the forms signed by the driver/volunteer; and the

driver/volunteer shall be informed that his/her signature indicates acknowledgement and understanding of such rules.

- In no case shall the District be involved in arranging for a student to transport himself/herself or other students to attend school-related activities as this may attach the District to liability. Coordination and transportation is the responsibility of the parent or guardian. **Any arrangements regarding personal transport, carpooling, transportation routes, caravanning, etc., are to be made completely outside of the school environment without school supervision or direction from District employees or agents.**
- Timelines shall be established for the submission of all required documents prior to the transportation of students, and no activity shall be authorized unless all required documents are submitted on a timely basis.
- Employees who drive personal vehicles in the course and scope of their employment or who may be asked to transport students as a part of their work responsibilities must provide the documents specified above.
- Private vehicle users should be aware that their automobile liability insurance will be primary and the District automobile liability coverage is in excess.

### **USE OF PRIVATE VEHICLES – SAMPLE POLICY**

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Private vehicles being operated for District purposes must meet the following guidelines:

- Driver must possess:
  - ✓ Valid California driver's license.
  - ✓ Minimum liability insurance as required by the State of California.
- Number of passengers shall not exceed ten (10), including the driver. All occupants, including driver, shall have operable seat belts available to them.
- The District's Use of Private Vehicle Request form must be completed and on file before a trip is taken.
- Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by the California Highway Patrol, or other City, County, State or Federal agency authorized to monitor road conditions.
- Prior to departure, the driver shall be instructed as follows:
  - ✓ Follow the most direct route.

- ✓ Avoid unnecessary stops.
- ✓ Do not transport non-District personnel, non-students or other “guests” as passengers.
- ✓ Shall not transport more than ten (10) occupants, including the driver; otherwise, the vehicle is defined as a school bus or student pupil activity bus as per Vehicle Code Section 545 and the driver must have a Class B license with passenger endorsement.<sup>6</sup>
- ✓ The following
- ✓ Shall not transport two or more handicapped students confined to wheelchairs to or from school or school activities. To do so, would define the vehicle as a school bus and subject to all laws and regulations of a school bus.

### **PRIVATE VEHICLE PROOF OF INSURANCE**

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The standard California Automobile Insurance Policy covers any additional person or entity for which the employee or volunteer may be driving on an occasional (not commercial) basis. For this reason, there is no need for the District to be named as an “additional insured” on the employee or volunteer’s auto policy.

As a prudent risk management practice, the District should require evidence of insurance by use of the following forms:

- A form completed by the employee or volunteer providing insurance information.
- A “Proof of Insurance” form provided by the automobile insurance company. Insurance coverage limits shall meet state law requirements.

### **SCHOOL FIELD TRIP PROCEDURES AND RELATED**

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#### **Definition of a Field Trip**

**Outside-the-classroom learning experiences**, also known as “field trips,” are forms of experiential learning which get students away from traditional classroom settings and into

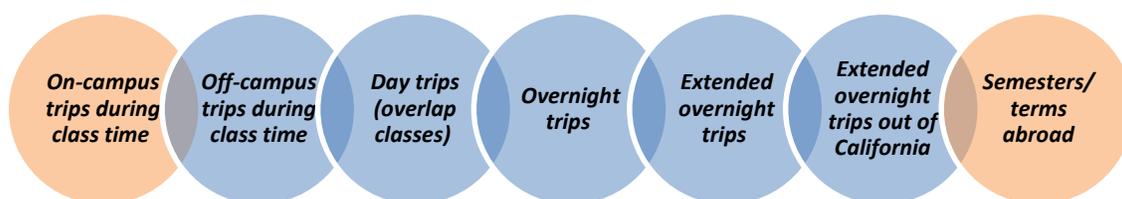
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<sup>6</sup> Note that California Education Code Section 82321 states, “A schoolbus is any motor vehicle designed, used, or maintained for the transportation of any school pupil at or below the 12th-grade level to or from a public or private school or to or from public or private school activities. The governing board of a district maintaining a community college may, by resolution, designate any motor vehicle operated by or for the district, a schoolbus within the meaning of this section, if it is primarily used for the transportation of community college students to or from a public community college or to or from public community college activities. The designation shall not be effective until written notification thereof has been filed with the Department of the California Highway Patrol.” As such, this provision could change based on an individual Community College District’s preferences.

new environments. Approval of field trips is contingent upon their correlation to the mission of the educational program requesting the trip and the proposed trip itinerary. District approval will not be given to proposed field trips that incorporate extensive tourism not directly related to the intent of the trip which causes students to miss classroom instructional time. Advisors, coaches, teachers, and chaperones must always be cognizant that students are their responsibility from the time of departure until the final moment of the trip's itinerary. District responsibility and liability related to field trips can extend beyond normal instructional hours for day trips, overnight trips, and extended duration trips. The simplest outside-the-classroom learning experience is an on-campus trip during class time. For example, walking one's students to hear an on-campus speaker talk about a classroom topic in the school auditorium requires minimal planning and little or no paperwork. Off campus and/or longer duration experiences require progressively more planning, paperwork, and permissions as their complexity increases.

### Continuum of Outside-the-Classroom Learning Experiences

The Blue-shaded Experiences are the Types of "Field Trips"



#### Proposed Activity

The itinerary should clearly state the name of the event, its date, location, all activities by date and estimated times, duration, estimated numbers of participants (students, personnel, and chaperones), method of transport, necessary supplies and equipment, hazard assessment, and educational purpose (see **Sample—Field Trip Itinerary** for an example at the end of these Guidelines).<sup>7</sup> It is essential that staff adhere to itinerary as approved. There should be no side trips added to the itinerary except for exigent circumstances.

#### Date of Request Submission

The request for a proposed, out-of-state (or country) trip **[should/must]** must be received by the site principal at least **[four]** months prior to the trip. The request for a proposed,

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<sup>7</sup> Note that, in the continuum of outside-the-classroom learning experiences, the first three comprise most field trip opportunities for (approximately) grades K-3; the first four, for grades 4-6; the first five, for grades 7-8; and the entire continuum, for grades 9-12.

overnight trip or event within California **[should/must]** be received by the site principal at least **[three]** months prior to the trip. Request for all other proposed trips **[should/must]** be received by the site principal at least **[two]** months prior to the trip.

### **Participation by Students with Disabilities<sup>8</sup>**

Title 34, Subtitle B, Chapter I, Part 104 of the Code of Federal Regulation enacts Part 504 of the Rehabilitation Act of 1973. Subpart D of Section 504 prohibits discrimination against students with disabilities. Accordingly, public schools must provide services to meet the individual needs of students with disabilities as adequately as the schools meet the needs of students without disabilities. 34 CFR 104.34 defines equal access to include settings, academic and nonacademic, that are offered to students without disabilities. As such, equal access includes equal access to field trips.

Districts should include students with disabilities in field trips. Although there may be individual cases wherein it is acceptable to exclude a student with a disability from participating in a field trip, such cases must be documented. No student should be automatically excluded from participating due to disability.

Section 504 requires that a District presume that a student with a disability will participate in

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<sup>8</sup> A decision as to whether or not a student with disabilities can be denied the opportunity to participate in field trips must be made on an individual basis. (see *34 CFR 104.34; Montebello Unified School District, 20 IDELR 388 (OCR 1993)*). The District has the burden of demonstrating that the student should not participate. **A student may be denied to opportunity to participate in a field trip, on a case by case basis, for safety-related concerns only** (see *Quaker Valley (PA) Sch. Dist., 39 IDELR 235 (OCR 1986)* and *North Hunterdon/Voorhees Regional (NJ) High School District, 25 IDELR 165 (OCR 1996)*) **if (1) the student's parents/guardians have been notified in advance** (see *Mt. Gilead (OH) Exempted Village School District, 20 IDELR 765 (OCR 1993)*) **and (2) provision of accommodations has been considered as an alternative to mitigate safety-related concerns.** Note also that parents/guardians of students with disabilities cannot be required to accompany their children on such field trips as a condition of participation by their children (see *Rim of the World Unified Sch. Dist., 38 IDELR 101 (OCR 2002)*). Also note that the Family Educational Rights Privacy Act (FERPA) allows nonconsensual disclosures of information about a student to appropriately designated school officials with a legitimate educational interest in the records maintained by the district. Field trip volunteers meet this criterion, and they may be informed of any medical/health situations related to students for whom they are responsible during the field trip. (See *Letter to Anonymous, 107 LRP 28330 (FERPA Compliance Office 2007)*)

a field trip alongside children without disabilities. In general, if a student with a disability needs an accommodation or related aids and services to participate in a field trip, those services must be provided. If there are concerns that a student's participation may be unsafe or a risk, the District should consider providing accommodations and related services to support the student's participation. If the District still believes the student's participation would be unsafe, the District's decision to exclude the student must be made on an individual basis, and the District has the burden of demonstrating that the student should not participate.

### **Travel Information**

California Education Code Section 35330(a)(3) provides that Districts may “[t]ransport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of pupils, instructors, supervisors or other personnel to and from places in the state, another state, the District of Columbia, or a foreign country where those excursions and field trips are being conducted, provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country<sup>9</sup>, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.” For field trips wherein District-owned or -leased buses are used, the coverage provided by the **ASCIP General and Automobile Liability Memorandum of Coverage (MOC)** should apply (verify with your ASCIP risk services consultant). For field trips wherein the District contracts with a bus provider, the District's standard contract insurance requirements should apply with one exception—the commercial automobile liability insurance limits should be an in amount not less than \$25 million combined single limits (if you're unsure about your bus contractor's insurance provisions with respect to your District, please ask your ASCIP Risk Services Consultant). For field trips wherein volunteer drivers are used to transport students, the volunteered vehicles' owners should present evidence of current **[California financial responsibility requirements/auto liability insurance with limits of a least \$100,000 for injury/death to one person/ \$300,000 for injury/death to more than one person. Alternatively, District may choose limits of at least \$500,000 for injury/death to one person and \$1,000,000 for injury/death for more than one person]**<sup>10</sup> to the District at least one

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<sup>9</sup> U.S. Air Carriers directly provide evidence of liability insurance to the FAA on [OST Form 6410](#). Foreign Air Carriers directly provide evidence of liability insurance to the FAA on [OST Form 6411](#).

<sup>10</sup> Note that financial responsibility limits are \$15,000/\$30,000/\$5,000. The red, bold bracketed wording presents options for each District to consider.

week prior to the field trip.<sup>11</sup>

For trips requiring air travel, non-refundable tickets should never be purchased for airline transportation. Tickets are not to be purchased prior to receiving Board approval for a trip. Advisors, coaches, and teachers are financially liable for the expense incurred by the purchase of travel tickets prior to Board approval of a trip. Note also that District employees should not purchase tickets for or on behalf of students, parents, or volunteers. The purchase of student/parent/volunteer tickets is the sole responsibility of those parties. The purchase of employee tickets only should be made through school and/or District financial offices. Individuals should **not** make bulk purchases on private credit cards when District reimbursement will be necessary. If private vehicles are being used to transport students, the advisor, coach, or teacher is responsible to make sure all insurance and license documentation is on file (obtain photos or photocopies of these documents) with the District at least one week prior to the field trip.

### **Itinerary**

All trips must depart from either a school site or a transportation hub pre-approved by the District. Trips may not use public or private parking lots as a departure or return location.

**[Advisors, coaches, and teachers must consider motor vehicle driving restrictions (e.g., times of the day juveniles can drive, if licensed student drivers are allowed to drive on field trips; also, note that student drivers should be barred from transporting other students) when establishing departure and return times.]**

### **Supervision of Students**

Students should always be under the immediate supervision of a chaperone. Advisors, coaches, and teachers should not allow students to go off on their own and report back at a prescribed time. Room checks should be a common component of appropriate supervision for overnight stays. Students should not be given an option of being allowed to stay up at night, even when they are within the confines of the lodging facility. Parents and students should be informed in writing of the expectations of the trip chaperones.

### **Emergency Procedures**

The advisor, coach, or teacher must carry Field Trip Permission & Consent Forms for each student (see **Sample District Policy—Student Transportation 5A and 5B**). An

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<sup>11</sup> Some Districts requires prospective drivers to attest to the following: **“I certify that I have not had a DUI (driving under the influence) violation nor had my license suspended during the last three years.”** as part of their Guidelines for Chaperones/Volunteers in addition to the driver’s license and insurance certifications.

emergency contact phone number for a school or District administrator must be possessed by advisors, coaches, and teachers participating in the field trip. If a serious discipline incident occurs during a field trip, a school or District administrator must be notified immediately. No student should ever be sent home or separated from a group or team without prior approval from a District administrator.

### **Specific Field Trip Procedures**

The School Field Trip Procedures in these Guidelines provide detailed guidance for many aspects of planning and executing field trips. They serve as both a reference for field trip sponsors and a training tool for staff new to conducting school field trips.

At the end of the Guidelines, there are forms that may be modified and used by field trip sponsors. These forms summarize many aspects of the procedures that follow. They can be amended for use at your District.

Following is a list, with brief descriptions, of the forms that are part of these procedures:

- **Field Trip Checklist.** This form guides the sponsor through the steps of arranging a field trip to help ensure that everything is completed in a timely manner.
- **Field Trip Request Form.** This form must be completed by the field trip sponsor after prior-approval by Principal.
- **Field Trip Permission and Consent Form.** This form combines the basic field trip information, medical/emergency information, and informed consent, so there is only one two-page form that parents/guardians need sign for to give permission for their children to participate in the field trip.
- **Guidelines for Chaperones** These two pages provide some general guidelines for chaperones, and a place for the chaperone to provide emergency contact information.

**Volunteer/Chaperone Responsibilities on the Field Trip.** This form provides some specific responsibilities for chaperones.



**SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 2**  
**USE OF PRIVATE VEHICLE REQUEST FORM**

**DRIVER INFORMATION:** *(please print)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Driver's License Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Number State MM/DD/YY

Driver's License Expiration Date: \_\_\_\_\_

**Please attach a current copy of Driver's License, if available.**

**VEHICLE INFORMATION:** *(please print)*

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle License Number: \_\_\_\_\_

Registered Owner: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

**INSURANCE INFORMATION:** *(please print)*

Insurance Carrier: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Policy Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Limits of Liability: **(TYPE IN DISTRICT MINIMUM REQUIRED LIMITS HERE)** \_\_\_\_\_

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must possess a valid driver's license, have the proper and current license and vehicle registration, and have at least the minimum insurance coverage in effect as specified in the California Vehicle Code on any vehicle used to transport students. I hereby certify that the vehicle being driven is in good mechanical and operational condition and I have no knowledge of mechanical defects that could impose a danger while transporting students.

I give my permission to allow the \_\_\_\_\_ District to obtain my motor vehicle record from the Department of Motor Vehicles.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name - Please Print)

**SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 3**  
**District Field Trip Checklist**

Please check and date, as applicable, the following Field Trip Checklist in sequence:

- 1. Field Trip compliant with District Field Trip Policies:  Yes  No
- 2. Pre-Approval by Principal in Writing: Date of Pre-Approval: \_\_\_ / \_\_\_ / \_\_\_
- 3. Funding Source Confirmed:
  - District  PTO  Student Council  Other External  Student Source
- 4. Board Approval (Over Night Field Trips Only): Date of Approval: \_\_\_ / \_\_\_ / \_\_\_
- 5. Field Trip Request Form Completed
- 6. Transportation Director Notified of Field Trip
- 7. Food Service Director Notified of Field Trip
- 8. School Nurse Notified of Field Trip
- 9. Purchase order secured if the field trip is funded by District Controlled Funds
- 10. Parent Permission Slip **[and Fees, if applicable,]** collected for all students.
- 11. Chaperone Form Completed by each participating chaperone.
- 12. Final Approval by Principal

A signed checklist should be provided by all participating teachers attending the field trip. Each checklist, along with an entire field trip packet should be turned into your principal at least ONE week prior to the field trip.

Date of Field Trip: \_\_\_ / \_\_\_ / \_\_\_

Date Submitted to **[Principal/Dean]** for Final Approval: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_  
Name and Signature of Faculty in charge of field trip

\_\_\_\_\_  APPROVED  NOT APPROVED

Date: \_\_\_ / \_\_\_ / \_\_\_

Name and Signature of Business Manager/PTO/ External Funding Source

\_\_\_\_\_  APPROVED  NOT APPROVED

Date: \_\_\_ / \_\_\_ / \_\_\_

Name and Signature of **[Principal/Dean]** approving field trip

\_\_\_\_\_  APPROVED  NOT APPROVED

Date: \_\_\_ / \_\_\_ / \_\_\_

Name and Signature of Superintendent

**SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 4**  
**District Field Trip Request Form**

Faculty Sponsor/Cell Phone #<sup>12</sup>: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_

School Participating: : \_\_\_\_\_ Field Trip Date: \_\_\_/\_\_\_/\_\_\_

Location of the Field Trip: \_\_\_\_\_

\_\_\_\_\_  
Address City Zip Code

Total number of Students Participating \_\_\_\_\_

Total Cost for Field Trip: \$\_\_\_\_\_ (include entrance fees, transportation, bus driver, meals, etc.)

Funding Sources:

District  PTO  Student Council  Other External  Fund Raising<sup>13</sup>  Cost Free

Educational Justification: Please attach instructional lesson plan(s) that supports and justifies this field trip.

Over Night Field Trips:  YES (Board Approval Required)  NO

Transportation:  District Transportation Needed and Separately Requested  External

Charter BUS (If checked, Driver Cell Phone # \_\_\_\_\_)  Other External (Chaperones/Volunteers)

School Departure: \_\_\_:\_\_\_ AM/PM. Event Departure: \_\_\_:\_\_\_ PM School Arrival: \_\_\_:\_\_\_ PM

Food Service Notified:  Yes  No

Number of Lunches Needed \_\_\_\_\_

Health Services Notified:  Yes  No

Number of students with medical needs participating \_\_\_\_\_

Chaperones/Volunteers/Faculty Co-Sponsors/Cell Phone #s:

1. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ 2. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
3. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ 4. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
5. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ 6. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**CLASSROOM COVERAGE:**

Substitute Required  Internal Coverage Confirmed  No Coverage Required

Submit Completed Field Trip Check List and Field Trip Request Form for approval. This Field Trip Request is approved with the understanding that proper safety precautions will be observed and that all Board Policies will be followed. When all signatures have been obtained, this form becomes the sponsor authorization to conduct the described field trip.  
See Reverse Side for Education Code

**\*\*\* Endeavor to submit TWO weeks prior to trip \*\*\***

<sup>12</sup> Cell Phone Numbers are provided to Facilitate Text Communication between Teachers and Chaperones during Field Trip.

<sup>13</sup> If Fundraising is checked, please provide how the Field Trip will be financed by attaching a Fundraising Plan.

**SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 5A**  
**Minor's Field Trip Permission & Consent Form (front side)**

Please return this permission slip by: \_\_\_ / \_\_\_ / \_\_\_

I received and understand the field trip itinerary:  YES  NO

My son/daughter \_\_\_\_\_ has permission to participate in \_\_\_\_\_  
(Name of Field Trip and/or Name of Location)

On the date of: \_\_\_ / \_\_\_ / \_\_\_. He/She is allergic to \_\_\_\_\_, and I have noted his/her physical limitations on the back of this form. Has the school nurse been made aware of the allergy?  YES  NO<sup>14</sup>

YES  NO If applicable, I would like to order a sack lunch from the school cafeteria:

Enclosed is money for my child's lunch in the amount of: \$ \_\_\_\_\_

My child has money on his/her lunch account, or, if no, my child is bringing a sack lunch.

YES  NO I would like to Chaperone.

In case of an Emergency, I may be reached at:

Name of Parent or Guardian: \_\_\_\_\_  
(Print Name)

Address \_\_\_\_\_

Home Phone : \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip.

\_\_\_\_\_  
(Student's Signature) \_\_\_\_\_ (Date)

By signing this form, I/We declare that I/we am/are the legal parent(s)/guardian(s) of the minor child listed above and authorized to grant such permission. I have read the field trip itinerary and understand that there are risks of physical injury associated with participation in these activities. I authorize qualified volunteers and emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the school district staff-in-charge to obtain emergency care for my student, neither he/she nor the school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. These activities are an extension of the school education program, and student conduct is to be in accordance with the school's published rules and regulations.

I/WE AGREE BY MY/OUR SIGNATURE(S) BELOW TO HOLD THE STATE OF CALIFORNIA, THE \_\_\_\_\_ DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS, AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH, OCCURRING DURING, OR BY REASON OF THIS FIELD TRIP OR EXCURSION. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES THAT ARE THE RESULT OF THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT.

\_\_\_\_\_  
(Parent's Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Parent's Signature) \_\_\_\_\_ (Date)

If I cannot be reached in the event of an emergency, the following is authorized to act in my behalf:

Emergency contact: Name: \_\_\_\_\_  
(Print Name)

Home Phone : \_\_\_\_\_ Work Phone : \_\_\_\_\_ Cell Phone : \_\_\_\_\_

<sup>14</sup> If no, school nurse and field trip sponsor must be notified immediately.

**SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 5B**  
**Minor’s Field Trip Permission & Consent Form (back side)**

**EDUCATION CODE SECTION 35330-35332**  
**35330.**

- (a) The governing board of a school district or the county superintendent of schools of a county may:
- (1) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country for pupils enrolled in elementary or secondary schools. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for pupils.
  - (2) Engage instructors, supervisors, and other personnel to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for the field trip or excursion.
  - (3) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of pupils, instructors, supervisors or other personnel to and from places in the state, another state, the District of Columbia, or a foreign country where those excursions and field trips are being conducted, provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.
  - (4) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district.
- (b) (1) No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need.
- (2) No group shall be authorized to take a field trip or excursion authorized by this section if a pupil who is a member of an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.
- (3) No expenses of pupils participating in a field trip or excursion to other state, the District of Columbia, or a foreign country authorized by this section shall be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion authorized by this section may be paid from school district funds, and the school district may pay from school district funds all incidental expenses for the use of school district equipment during a field trip or excursion authorized by this section.
- (c) (1) The attendance or participation of a pupil in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund in the fiscal year. Credited attendance resulting from a field trip or excursion shall be limited to the amount of attendance that would have accrued had the pupils not been engaged in the field trip or excursion.
- (2) Credited attendance shall not exceed 10 schooldays except in the case of pupils participating in a field trip or excursion in connection with courses of instruction, or school-related educational activities, and which are not social, cultural, athletic, or school band activities.
- (d) All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims.

No transportation allowances shall be made by the Superintendent for expenses incurred with respect to field trips or excursions that have an out-of-state destination. A school district that transports pupils, teachers, or other employees of the district in schoolbuses within the state and to destinations within the state, pursuant to the provisions of this section, shall report to the Superintendent on forms prescribed by him or her the total mileage of schoolbuses used in connection with educational excursions. In computing the allowance to a school district for regular transportation there shall be deducted from that allowance an amount equal to the depreciation of schoolbuses used for the transportation in accordance with rules and regulations adopted by the Superintendent.

**35331.**

- a) The governing board of any school district conducting excursions and field trips pursuant to this article shall provide, or make available, medical or hospital service, or both, for pupils of the district injured while participating in any excursion or field trip under the jurisdiction of, or sponsored or controlled by, the district or the authorities of any school of the district.
- b)
- (1) The medical or hospital service, or both, described in subdivision (a) shall be provided, or made available, through any of the following:
    - (A) One or more nonprofit membership corporations defraying the cost of medical or hospital service, or both.
    - (B) One or more group, blanket, or individual policies of accident insurance from an authorized insurer.
    - (C) A self-insurance program of the school district.
  - (2) The cost incurred by the school district pursuant to this subdivision may be paid from the funds of the district, or by the insured pupil or his or her parent or guardian.
  - (3) The membership may be taken in, or the insurance may be purchased from, only those corporations or insurers that are authorized to do business in this state. If the coverage described in this subdivision is to be provided through a self-insurance program of the school district, claims may be paid from a fund established for that purpose.

**35332.** No transportation by air may be provided under this article unless the transportation by air is provided by any of the following:

- (a) aircraft owned and operated by the state or federal government;
- (b) chartered or regularly scheduled aircraft operated exclusively by an air carrier or foreign air carrier as defined in subdivisions (3) and (19) of Section 101 of Title 1 of the "Federal Aviation Act of 1958" (Public Law 85-726; 72 Stat. 731) engaged in air transportation as defined in subdivision (10) of the same section while there is in force a certificate or permit issued by the Civil Aeronautics Board of the United States, or its successor, authorizing such air carrier to engage in such transportation; or
- (c) chartered or regularly scheduled aircraft of a passenger air carrier as defined pursuant to Section 2741 of the Public Utilities Code that is authorized to engage in transportation by air in the State of California by the Public Utilities Commission pursuant to Chapter 4 (commencing with Section 2739) of Part 2 of Division 1 of the Public Utilities Code.

NOTES:

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**SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 5C**  
**Field Trip Permission & Consent Form (front side)**

Please return this permission slip by: \_\_\_ / \_\_\_ / \_\_\_

I received and understand the field trip itinerary:  YES  NO

I \_\_\_\_\_ agree to participate in \_\_\_\_\_ at \_\_\_\_\_  
(Name of Field Trip and/or Name of Location)

on the date of: \_\_\_ / \_\_\_ / \_\_\_. I am allergic to \_\_\_\_\_, and I have noted my physical limitations on this form.

In case of an Emergency, Please contact:

Name of Contact: \_\_\_\_\_  
(Print Name)

Address \_\_\_\_\_

Home Phone : \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I pledge that my conduct will, at all times, reflect credit upon myself and my school. I understand that the school rules of conduct apply while on the trip.

\_\_\_\_\_ / \_\_\_ / \_\_\_  
(Student's Signature) (Date)

By signing this form, I declare that I am the legal adult listed above. I have read the field trip itinerary and understand that there are risks of physical injury associated with participation in these activities. I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to me. I understand every effort will be made to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the district staff-in-charge to obtain emergency care for me, neither he/she nor the district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. These activities are an extension of the school education program, and student conduct is to be in accordance with the school's published rules and regulations.

I AGREE BY MY SIGNATURE BELOW TO HOLD THE STATE OF CALIFORNIA, THE \_\_\_\_\_ DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS, AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH, OCCURRING DURING, OR BY REASON OF THIS FIELD TRIP OR EXCURSION. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES THAT ARE THE RESULT OF THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT.

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_ / \_\_\_ / \_\_\_  
(Name Signature) (Date)

The following is authorized to act in my behalf:

Emergency contact: Name: \_\_\_\_\_  
(Print Name)

Home Phone : \_\_\_\_\_ Work Phone : \_\_\_\_\_ Cell Phone : \_\_\_\_\_

Physical Limitations and Special Instructions, if Any (If, None, Please write "None.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 5D**  
**Field Trip Permission & Consent Form (back side)**

**EDUCATION CODE SECTION 35330-35332**

**35330.**

- (a) The governing board of a school district or the county superintendent of schools of a county may:
- (1) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country for pupils enrolled in elementary or secondary schools. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for pupils.
  - (2) Engage instructors, supervisors, and other personnel to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for the field trip or excursion.
  - (3) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of pupils, instructors, supervisors or other personnel to and from places in the state, another state, the District of Columbia, or a foreign country where those excursions and field trips are being conducted, provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.
  - (4) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district.
- (b) (1) No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need.
- (2) No group shall be authorized to take a field trip or excursion authorized by this section if a pupil who is a member of an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.
  - (3) No expenses of pupils participating in a field trip or excursion to other state, the District of Columbia, or a foreign country authorized by this section shall be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion authorized by this section may be paid from school district funds, and the school district may pay from school district funds all incidental expenses for the use of school district equipment during a field trip or excursion authorized by this section.
- (c) (1) The attendance or participation of a pupil in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund in the fiscal year. Credited attendance resulting from a field trip or excursion shall be limited to the amount of attendance that would have accrued had the pupils not been engaged in the field trip or excursion.
- (2) Credited attendance shall not exceed 10 schooldays except in the case of pupils participating in a field trip or excursion in connection with courses of instruction, or school-related educational activities, and which are not social, cultural, athletic, or school band activities.
- (d) All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims.

No transportation allowances shall be made by the Superintendent for expenses incurred with respect to field trips or excursions that have an out-of-state destination. A school district that transports pupils, teachers, or other employees of the district in schoolbuses within the state and to destinations within the state, pursuant to the provisions of this section, shall report to the Superintendent on forms prescribed by him or her the total mileage of schoolbuses used in connection with educational excursions. In computing the allowance to a school district for regular transportation there shall be deducted from that allowance an amount equal to the depreciation of schoolbuses used for the transportation in accordance with rules and regulations adopted by the Superintendent.

**35331.**

- c) The governing board of any school district conducting excursions and field trips pursuant to this article shall provide, or make available, medical or hospital service, or both, for pupils of the district injured while participating in any excursion or field trip under the jurisdiction of, or sponsored or controlled by, the district or the authorities of any school of the district.
- d)
- (1) The medical or hospital service, or both, described in subdivision (a) shall be provided, or made available, through any of the following:
    - (A) One or more nonprofit membership corporations defraying the cost of medical or hospital service, or both.
    - (B) One or more group, blanket, or individual policies of accident insurance from an authorized insurer.
    - (C) A self-insurance program of the school district.
  - (2) The cost incurred by the school district pursuant to this subdivision may be paid from the funds of the district, or by the insured pupil or his or her parent or guardian.
  - (3) The membership may be taken in, or the insurance may be purchased from, only those corporations or insurers that are authorized to do business in this state. If the coverage described in this subdivision is to be provided through a self-insurance program of the school district, claims may be paid from a fund established for that purpose.

**35332.** No transportation by air may be provided under this article unless the transportation by air is provided by any of the following:

- (d) aircraft owned and operated by the state or federal government;
- (e) chartered or regularly scheduled aircraft operated exclusively by an air carrier or foreign air carrier as defined in subdivisions (3) and (19) of Section 101 of Title 1 of the "Federal Aviation Act of 1958" (Public Law 85-726; 72 Stat. 731) engaged in air transportation as defined in subdivision (10) of the same section while there is in force a certificate or permit issued by the Civil Aeronautics Board of the United States, or its successor, authorizing such air carrier to engage in such transportation; or
- (f) chartered or regularly scheduled aircraft of a passenger air carrier as defined pursuant to Section 2741 of the Public Utilities Code that is authorized to engage in transportation by air in the State of California by the Public Utilities Commission pursuant to Chapter 4 (commencing with Section 2739) of Part 2 of Division 1 of the Public Utilities Code.

**SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 6A**  
**Guidelines for Volunteers/Chaperones on Field Trips<sup>15</sup> (front side)**

**Thank you for offering to serve as a field trip volunteer!** Without the assistance of adults such as you, the District would be unable to offer as many quality field trip excursions as we now offer as enrichment to our students. Please read and acknowledge the following guidelines for the field trip,

\_\_\_\_\_, on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .  
(Field Trip and/or Location) (Date)

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help you perform your duties as a chaperone (volunteer). If you have any questions regarding these guidelines, please contact the supervising staff member or the principal.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District’s supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, chaperones:
  - may not use, sell, provide, possess, or be under the influence of drugs, alcohol, or tobacco
  - may not possess any weapon
  - may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students’ needs.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in no extra activities not preapproved by administrators and parents.
5. Eating, drinking and gum chewing are not permitted outside of designated areas and at predetermined times.
6. Siblings and/or relatives are not allowed on school sponsored field trips
7. 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.
8. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
9. Chaperones (parents). You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
10. Be sure to 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 the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

In the event that I (Chaperone/Volunteer) have a personal emergency, please contact:

\_\_\_\_\_, \_\_\_\_\_, (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Printed Name Relationship to Student Daytime Phone

I acknowledge that I have received the copy of the “Guidelines for Volunteer/Chaperone on Field Trips,” have read these guidelines, and agree to comply with the guidelines as a school volunteer/chaperone.

I AGREE BY MY SIGNATURE BELOW TO HOLD THE STATE OF CALIFORNIA, THE \_\_\_\_\_ DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS, AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH, OCCURRING DURING, OR BY REASON OF THIS FIELD TRIP OR EXCURSION. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES THAT ARE THE RESULT OF THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT.

Name \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Printed Name

Name \_\_\_\_\_  
Signature

<sup>15</sup> In order to be eligible to serve as a District chaperone/volunteer on a field trip, the prospective chaperone/volunteer shall have successfully completed **Category 2 volunteer screening** as outlined in ASCIP’s **Child Abuse Prevention Guidelines**.

**SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 6B**  
**Guidelines for Volunteers/Chaperones on Field Trips (back side)**

**EDUCATION CODE SECTION 35330-35332**

**35330.**

- (a) The governing board of a school district or the county superintendent of schools of a county may:
- (1) Conduct field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities to and from places in the state, any other state, the District of Columbia, or a foreign country for pupils enrolled in elementary or secondary schools. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for pupils.
  - (2) Engage instructors, supervisors, and other personnel to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for the field trip or excursion.
  - (3) Transport by use of district equipment, contract to provide transportation, or arrange transportation by the use of other equipment, of pupils, instructors, supervisors or other personnel to and from places in the state, another state, the District of Columbia, or a foreign country where those excursions and field trips are being conducted, provided that, when district equipment is used, the governing board shall secure liability insurance, and if travel is to and from a foreign country, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.
  - (4) Provide supervision of pupils involved in field trips or excursions by certificated employees of the district.
- (b) (1) No pupil shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for pupils in need.
- (2) No group shall be authorized to take a field trip or excursion authorized by this section if a pupil who is a member of an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.
  - (3) No expenses of pupils participating in a field trip or excursion to other state, the District of Columbia, or a foreign country authorized by this section shall be paid with school district funds. Expenses of instructors, chaperones, and other personnel participating in a field trip or excursion authorized by this section may be paid from school district funds, and the school district may pay from school district funds all incidental expenses for the use of school district equipment during a field trip or excursion authorized by this section.
- (c) (1) The attendance or participation of a pupil in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments from the State School Fund in the fiscal year. Credited attendance resulting from a field trip or excursion shall be limited to the amount of attendance that would have accrued had the pupils not been engaged in the field trip or excursion.
- (2) Credited attendance shall not exceed 10 schooldays except in the case of pupils participating in a field trip or excursion in connection with courses of instruction, or school-related educational activities, and which are not social, cultural, athletic, or school band activities.
- (d) All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims. No transportation allowances shall be made by the Superintendent for expenses incurred with respect to field trips or excursions that have an out-of-state destination. A school district that transports pupils, teachers, or other employees of the district in schoolbuses within the state and to destinations within the state, pursuant to the provisions of this section, shall report to the Superintendent on forms prescribed by him or her the total mileage of schoolbuses used in connection with educational excursions. In computing the allowance to a school district for regular transportation there shall be deducted from that allowance an amount equal to the depreciation of schoolbuses used for the transportation in accordance with rules and regulations adopted by the Superintendent.

**35331.**

- e) The governing board of any school district conducting excursions and field trips pursuant to this article shall provide, or make available, medical or hospital service, or both, for pupils of the district injured while participating in any excursion or field trip under the jurisdiction of, or sponsored or controlled by, the district or the authorities of any school of the district.
- f)
- (1) The medical or hospital service, or both, described in subdivision (a) shall be provided, or made available, through any of the following:
    - (A) One or more nonprofit membership corporations defraying the cost of medical or hospital service, or both.
    - (B) One or more group, blanket, or individual policies of accident insurance from an authorized insurer.
    - (C) A self-insurance program of the school district.
  - (2) The cost incurred by the school district pursuant to this subdivision may be paid from the funds of the district, or by the insured pupil or his or her parent or guardian.
  - (3) The membership may be taken in, or the insurance may be purchased from, only those corporations or insurers that are authorized to do business in this state. If the coverage described in this subdivision is to be provided through a self-insurance program of the school district, claims may be paid from a fund established for that purpose.

**35332.** No transportation by air may be provided under this article unless the transportation by air is provided by any of the following:

- (g) aircraft owned and operated by the state or federal government;
- (h) chartered or regularly scheduled aircraft operated exclusively by an air carrier or foreign air carrier as defined in subdivisions (3) and (19) of Section 101 of Title 1 of the "Federal Aviation Act of 1958" (Public Law 85-726; 72 Stat. 731) engaged in air transportation as defined in subdivision (10) of the same section while there is in force a certificate or permit issued by the Civil Aeronautics Board of the United States, or its successor, authorizing such air carrier to engage in such transportation; or
- (i) chartered or regularly scheduled aircraft of a passenger air carrier as defined pursuant to Section 2741 of the Public Utilities Code that is authorized to engage in transportation by air in the State of California by the Public Utilities Commission pursuant to Chapter 4 (commencing with Section 2739) of Part 2 of Division 1 of the Public Utilities Code.

**SAMPLE DISTRICT POLICY – STUDENT TRANSPORTATION 7**  
**Volunteer/Chaperone Responsibilities on Field Trip**

The following list identifies your responsibilities as a chaperone when accompanying students on the field trip: \_\_\_\_\_, on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .  
(Field Trip and/or Location) (Date)

Please review the list, sign and return Faculty Sponsor: \_\_\_\_\_ by \_\_\_\_ / \_\_\_\_ / \_\_\_\_ if you are interested in being a chaperone.

**Chaperone Requirements and Expectations:**

- Chaperones must be 21 years of age or older or a parent of a student going on this field trip.
- No children except for those in the participating class or group may attend this field trip.
- Accompany students on the bus, and assist as needed.
- Provide close supervision of small groups (no more than **[10]** students).
- A list of names in your group will be provided to you.
- A list of cell numbers of your faculty sponsor and fellow chaperones will be provided to you for text or cell communications during the field trip.
- Medications will only be administered to students by school personnel.
- Follow assigned agenda of activities.
- No tobacco or alcoholic beverages are permitted on field trips.
- NO SWIMMING IS ALLOWED on any field trip.
- IMMEDIATELY report ANY PROBLEMS directly to the teacher.
- Arrive 30 minutes prior to departure time of the trip.

I (CHAPERONE OR PARENT) AGREE BY MY SIGNATURE BELOW TO HOLD THE STATE OF CALIFORNIA, THE \_\_\_\_\_ DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS, AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH, OCCURRING DURING, OR BY REASON OF THIS FIELD TRIP OR EXCURSION. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES THAT ARE THE RESULT OF THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISTRICT.

\_\_\_\_\_  
Student's Name if Parent Only (Please Print)

\_\_\_\_\_  
Teacher's Name (Please Print)

\_\_\_\_\_  
Chaperone or Parent's Name (Please Print)

\_\_\_\_\_  
Chaperone/Parent Signature  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **SAMPLE- FIELD TRIP ITINERARY**

### **Proposed Field Trip with Itinerary (Sample)**

Itinerary:

Date: Monday, May 9, 2016

Times: Leave school at 8:00 a.m.; Return to school by 2:00 p.m.

<b>Estimated Times</b>	<b>Activities</b>
8:00 a.m.	Meet at school, review of rules, double check: <i>chaperones, supplies, permission slips, lunches, water, sun screen, and clothing</i>
8:15 a.m.	Board school buses (2), stow lunches, Take roll call
8:30 a.m.	Leave for Redondo and Torrance (RAT) Beach
9:30 a.m.	Arrive at beach parking area, rest stop at beach entrance (leave lunches on bus)
9:45 a.m.	Take roll call, split into six teams of not more than 10 students each with two chaperones per team, and walk to designated area on the beach (not more than 1/2 mile from the parking area)
10:15 a.m.	Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and take photographs and measurements with cameras and supplies provided by the chaperones
11:15 a.m.	Return to parking area, take roll call, wash hands at rest stop, get lunches from bus
11:30 a.m.	Spread blankets and eat lunch on beach; when lunch completed, supervised free time on beach for students (in limited area)
12:30 p.m.	Return to bus parking area, wash hands in restrooms, board buses, Take roll call
12:45 p.m.	Leave RAT Beach for school
2:00 p.m.	Arrive at school
2:15 p.m.	Return to classroom
2:30 p.m.	Go home via normal transportation

Number of students and adult supervisors: Maximum of 60 students, with a minimum 12 chaperones and 1 certificated staff member. Note: One chaperone needs to be first aid trained, and one needs to have certified water rescue skills

Transportation: By school bus

Food: Students to bring their own bag lunches

Student "what to bring" list: Non-refrigerated lunch and drink, Clothes for beach walking, including footwear for wading, Towel, Sun screen.

Appropriate dress:

Clothing appropriate for weather

Supplies and equipment for staff/chaperones to bring, as assigned:

- Cell phones
- First aid kit
- Plastic bags to collect wastes and recyclables
- Blankets for the beach
- Water rescue equipment
- Non-water hand cleaner
- Beach toys (balls, Frisbee, etc.)
- Drinking water (small, recyclable containers)

Hazard assessment: Potential hazards: slips, trip and falls, disease, bites or poisoning from animals or fish, sand in the eye, shells, wood or other debris causing cuts or splinters, sunburns, hypothermia, drowning, getting lost or separated from the group, getting caught in rip tide, sudden inclement weather, bus crash.

Emergency contact person at school during these activities: Ms. Smith, 3rd Grade Teacher and Field Trip Sponsor, \_\_\_\_\_ School. Cell Phone #: \_\_\_\_\_