

**Corresponds to
Board Policy 2340 Field Trips and Other Student Travel**

Procedures and Criteria for Field Trips

Effective 2009-10

GENERAL INFORMATION

Educational field trips may be developed by each school to provide a variety of experiences and enhance the student's educational opportunities. Although field trips are adjunct to the instructional program, each is a learning activity and bears a direct relationship to the normal school experience.

For optimum student benefit, each field trip must be well planned beforehand and thoroughly evaluated after completion. The teacher or sponsor in charge of the group is responsible for the activity just as if it were conducted at school. All students within the class or school group must be given the opportunity to participate in the field trip.

This manual, **Procedures and Criteria for Field Trips**, has been developed to assist schools in planning and conducting educational field trips and travel to school-oriented activities off campus. The overall objective is to facilitate optimum learning experiences through educational field trips and school-sponsored student travel to approved activities.

APPROVAL OF FIELD TRIPS

Sponsors for educational field trips or student travel to approved school activities should first discuss the proposed trip and/or activity with the principal and obtain approval to proceed with plans for the field trip.

A completed **SPONSOR'S APPLICATION FOR PERMISSION TO PLAN AN OFF-CAMPUS FIELD TRIP OR ACTIVITY Form** must be approved by the principal and submitted to the Area Superintendent for review. In the event a trip would require students to be absent from school for more than two days, the field trip must be approved by the Area Superintendent.

NOTE: Field trips are not approved for students to attend motion pictures that have restricted ratings (R, X, etc.)

APPROVAL OF THE SCHOOL BOARD

Educational field trips or student travel to activities/events outside the state of Florida, on school days or non-school days should be submitted for approval of the School Board.

PARENT PERMISSION AND STUDENT RESPONSIBILITY

Permission for a student to participate in an educational field trip, or travel as a member of a school class or group to approved off-campus activities, must be obtained from the student's parent or guardian. Three (3) forms are approved as parent permission forms and should be used accordingly. Copies of all forms may be obtained from Printing Services.

1. Parent Permission and Responsibility Statement for Off-Campus Activity

- To be used for individual student trips, all classes, or groups (except bands, choral groups, cheerleaders, and athletic teams) for each field trip or activity off campus.
- This form may also be used by schools when higher risk activities are going to take place on-campus and a parent's permission for their child to participate is desired or warranted. If this is the case, the activity should be fully explained on a separate sheet of paper and attached to the permission slip.

2. Medical Release Form for Out-of-County or Overnight Travel

- To be used by members of bands and choral groups for all transportation when school buses or approved commercial buses are used. Each student must complete one form which remains in effect the entire school year unless canceled in writing by the parent or guardian.
- If the band or choral group uses privately owned motor vehicles to transport students, a Parent Permission and Responsibility Statement for Off-Campus Activity form that outlines the transportation arrangement must also be obtained.

3. Parent Permission and Responsibility Statement for Off-Campus Extra-Curricular Athletics

- To be used by members of athletic teams and cheerleading squads. In addition to the student completing a Florida High School Athletic Association form EL-2 – Participation and Physical Evaluation and form EL-3 – Consent and Release from Liability Statement; each student must complete the Parent Permission and Responsibility for Off-Campus Extra-Curricular Athletics form which remains in effect the entire school year unless canceled in writing by the parent or guardian.

TRANSPORTATION

The mode of transportation for educational field trips and other student travel to school related activities will be by commercial carrier, school buses, or approved private vehicles. Specific guidelines related to the use of school buses and private vehicles are included below.

Use of School Buses

1. The school must complete and submit a Requisition for Special School Bus Transportation, signed by the principal.
2. The seating capacity on most school buses used for educational field trips is 65; however, consideration should be given to the size of students and length of the trip when determining the number of buses needed.
3. School bus loops are the official student loading and unloading area at school. Alternate loading and unloading areas must be designated on bus requisitions.
4. Travel will begin and end at the school. Students will not be picked up or let off at other locations.
5. Travel is permitted to the places and areas designated on the bus requisition only.
6. Only those students who are official members of the class or group, their sponsors, and chaperones are permitted to travel on the school bus.
7. Student responsibilities and conduct on school buses on field trips are the same as traveling to and from school. Sponsors and chaperones are responsible for maintaining proper student conduct.

NOTE: Standards of conduct for riding a school bus are also included in the Elementary and Secondary Student/Parent Handbooks.

8. Costs, such as tolls, admission fees, etc. are to be paid by the sponsor. Also on overnight trips, the driver's meals and lodging expenses are to be paid by the sponsor.
9. Inform the Transportation Department immediately when a scheduled trip is canceled. Schools are charged a 2-hour minimum when a bus is sent to school and the trip has been canceled.
10. The sponsor will sign the driver's Trip Report (TR-4) at the conclusion of travel verifying the completion of the trip.

Use of Private Vehicles

Private vehicles may be used for educational field trips or as transportation for school sponsored groups with the approval of the principal. However, prior to using a private vehicle to transport students, the principal shall:

1. Verify that the driver of the vehicle has a valid Florida driver's license.
2. Require the vehicle owner to show evidence they have adequate insurance in force on the vehicle during the time it will be used to transport students.
3. Verify and keep on file, the owner's insurance information on the form, **Statement of Insurance on Private Vehicles**.
4. Verify the vehicle used is designed to transport ten (10) or fewer passengers and meets all federal motor safety standards for passenger cars and that the vehicle does not have a rollover sticker (see section on MPVs below for further clarification).
5. Verify that non-student drivers have completed a level II criminal background screen that is in compliance with Board Policy 8475.
6. Verify that each parent has been notified in writing regarding the transportation arrangement and has given written permission to transport their child in a privately owned vehicle (Parent Permission and Responsibility Statement for Off-Campus Activity).

* See Board Policy 8660 for a complete description of what circumstances are acceptable for transporting students in a private vehicle.

Schools may only use vehicles other than school buses for the transportation of students if the vehicle is a federally defined passenger car or multipurpose passenger vehicle (MPV) meeting passenger car safety standards. Both the private passenger car and multipurpose passenger vehicle must not be designed to carry more than 10 persons. Students may only be transported in designated seating positions and shall be required to use the occupant crash protection system (seat belts, shoulder harness, etc.) provided by the vehicle manufacturer at all times during transport. Trucks (except for trucks required by a district sponsored agricultural program on a non-improved roadway), 15-passenger vans (including full-size vans converted into a bus and used to transport more than 10 occupants), motorcycles, and trailers may not be used to transport students.

Special consideration for multipurpose passenger vehicles (MPVs): MPVs include minivans and sport utility vehicles designed to transport fewer than 10 students. MPVs, commonly known as “sport

utility vehicles” that contain a roll over warning sticker or label may not be used to transport students. The only positive method for determining whether a particular vehicle is prone to rollover is to confirm the vehicle type listed on the manufacturer’s data plate or label, usually located on the driver’s door jamb then review the vehicle owners manual. In the alternative, you may look at the door jamb on the driver’s side door or the driver’s sun visor to see if it contains a “roll over” warning label or sticker (an example is listed below), if a roll over sticker is present, this vehicle may not be owned, operated or used by schools for student transportation. If there is no rollover warning sticker present in the vehicle or if there is no information in the owner’s manual regarding rollover propensity, this vehicle may be used to transport students. (See Board Policy 8660 and 8660 Administrative Guidelines for further clarification).

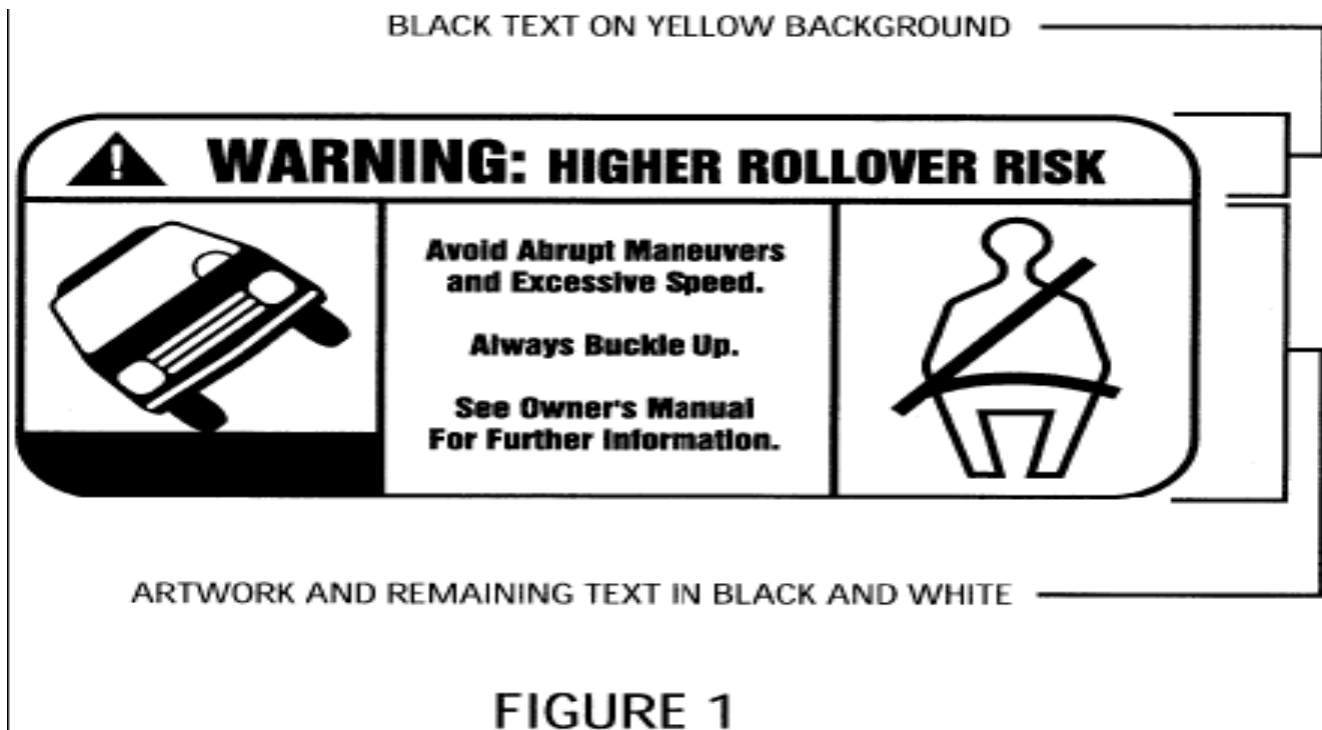


FIGURE 1

USE OF BUSES BY NON-SCHOOL GROUPS

Non-school groups shall not be authorized to use school buses without prior approval of the School Board. Passengers on buses used for educational field trips or any school related trip shall be limited to students who are official members of the school class or group, their sponsors, and chaperones.

CHAPERONES

All educational field trips and other school sponsored student travel must be adequately supervised and chaperoned by a faculty member(s) with abilities and interests paralleling the interests and objectives of the class or group. A certificated faculty member will be designated as sponsor, and other staff members or parents designated chaperones as appointed by the principal. The number of chaperones will be based on the number of students participating and the specific needs of the trip. No group or individual shall participate in an educational field trip or school sponsored travel unless properly supervised and chaperoned consistent with the provisions of this manual.

The minimum number of sponsor/chaperones on all field trips or school sponsored student travel shall be one (1) for each ten (10) students.

NOTE: A sponsor or chaperone may not bring his/her own child on a field trip unless the child is an official member of the class or group.

SPONSORED FIELD TRIPS

In some cases community organizations or groups may desire to recognize a school group for special ability or scholarship by inviting the group to make a trip with all expenses paid. Such trips must be approved by the principal and area superintendent.

ITINERARY

An itinerary must be filed in the principal's office by the sponsor or sponsoring organization. Two (2) school contact persons, not making the trip, must be identified for parents, with each contact person's phone number in order to respond to calls or questions concerning the trip. Names of the contact persons and their phone numbers are to be listed on the form, **Parent Permission and Responsibility Statement for Off-Campus Activity**. (Page 9)

ACCOMMODATIONS

All arrangements for accommodations while on an educational field trip or school sponsored student travel must be reviewed and approved by the principal before travel begins. Where applicable, hotel/motel reports are to be submitted by the sponsor at the conclusion of the trip.

COST OF THE TRIP

All arrangements for payment of expenses, including costs of accommodations for individual students, student groups, and chaperones incurred on school-sponsored trips shall be the responsibility of the school. All such arrangements shall have prior approval of the school principal. Students shall not be charged for school bus transportation in excess of the actual costs to the school. No student shall be denied participation in a field trip for inability to pay any fee or charge imposed.

INSTRUCTIONAL OBJECTIVE

An educational field trip is an extension of the classroom and regular classroom instruction. A specific instructional objective(s) should be included in planning the activity since approval is based largely on the educational benefit to the students participating in the field trip. Consideration must also be given to students keeping up with instruction in other classes and making up work missed as a result of participation in the field trip.

LOSS OF SCHOOL TIME

A statement of instructional objective(s) must be included for any trip that results in loss of school or instructional time. Where possible, trips should be scheduled without loss of school or instructional time, i.e. student holidays, spring vacation, or during the summer vacation.

In the event a trip would require students to be absent from school for more than two (2) days, the trip must be approved by the principal and area superintendent.

All students on educational field trips or travel to school-related activities shall be official members of the class or groups enrolled in the school.

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

SPONSOR'S APPLICATION FOR PERMISSION TO PLAN AN OFF-CAMPUS FIELD TRIP OR ACTIVITY

_____ School _____ Date

To: _____, Principal From: _____, Teacher

Request is made for _____
Group/Class

to be given permission for the following field trip/activity:

Instructional Objective: _____

Number of students involved: _____

Place/or Destination: _____

Dates: From _____ To _____

Departure: Time _____ Return Time _____

Drivers of private vehicles have been informed of liability, have a current Level II background screen, will use an appropriate vehicle per Board Policy 8660, have a valid Florida Driver's License, and completed **Statement of Insurance on Private Vehicles** form.
_____ Yes _____ No (check one)

Chaperones: _____

Accommodations (If required): _____

It is understood that **Parent Permission and Responsibility Statements** (permission slips) will be obtained prior to starting the field trip/activity.

Approved: _____
Principal Date

FOR FIELD TRIPS OR ACTIVITIES INVOLVING MORE THAN TWO (2) DAYS MUST HAVE AREA SUPERINTENDENT APPROVAL:

Approved: _____
Area Superintendent Date

PARENT PERMISSION AND RESPONSIBILITY STATEMENT FOR OFF-CAMPUS ACTIVITY

School Name _____ Date _____
Student's Name (please print) _____ Grade / Class _____

Activity / Event: _____
List activity (ies) in detail or attach an outline that details all activities occurring during the trip.

On _____ Date(s) of Event _____ Teacher(s)/Sponsor in Charge _____

TRANSPORTATION BEING PROVIDED (check all that apply)

- Walking - School Bus - Commercial Carrier (bus) - Privately Owned Vehicle
- Leased Vehicle - County Vehicle - None - Other (Describe)

DRIVERS OF PRIVATE OR LEASED VEHICLES (check all that apply)

- Student (other than self) - Parent or Volunteer - Teacher or Staff Member - Other (Describe: student will drive self, aunt, uncle, etc.)

TYPE OF ACTIVITY (Check all that apply)

- Field Trip To (Describe activity) - On Campus Activity

Parents should direct questions concerning the activity to the School Office or the following school personnel:

1. Name _____ Telephone: () - () -
Teacher - Sponsor in Charge (School Number) (Mobile Phone)

ALL THE ABOVE TO BE COMPLETED BY THE SCHOOL

PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS

- 1. I understand that participation in this activity is voluntary, that it is not required, and that it exposes my child to some risk(s).
2. When the school does not provide transportation, the parent or guardian and student are responsible for transportation to and from the off-campus activity.
3. The parent or guardian and student understand that the school district, its officers, agents or employees are not responsible for the student during the time he/she is traveling to or from the off-campus activity, unless the school is providing transportation.
4. The parent or guardian, and student will assume the liability during the entire course of the student's participation in the off-campus activity and will indemnify and hold the School Board of Brevard County harmless for any injury or accident or property loss involving the student.
5. Parent or guardian permission for the student to participate in the above activity (ies) may be withdrawn by written notification to the principal or by a change in the student's schedule approved by the principal or designee.
6. I understand that my child will be involved in activities off school property: therefore, neither the School Board of Brevard County, or its employees and volunteers, will have any responsibility for the condition or use of any nonschool property.
7. In the event of medical emergency, I/We authorize the teacher or chaperone in charge of the Off-Campus activity to seek emergency medical treatment for my child at my expense.

Some field trips may include or have the potential for participation in swimming or other water based activities. Risks and dangers in water may arise from foreseeable or unforeseeable causes. Your signature signifies permission for your child to participate in these activities when supervised by a sponsor(s) and that you will indemnify/hold the School Board of Brevard County harmless for any accident or injury; and hereby assume all risks and dangers and all responsibility for any injury, loss, and/or damage that may occur while your child is engaged in the water related activity (ies).

I/We have read and understand the information above and accept the designated responsibilities. I hereby grant participation in all aspects of this trip - [] Granted [] Denied [] Granted with the following exceptions: (Describe)

Students Signature (Optional for Elementary School) - Date

Parent/Guardian Signature (Required for all) - Date

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

STUDENT MEDICAL RELEASE FORM FOR OUT-OF-COUNTY OR OVERNIGHT TRAVEL

School Year _____

Name of Student (Please print) _____

Address _____

Home Phone (____) _____ - _____ Date of Birth ____/____/____ Place of Birth _____

Parent's Work Phone (____) _____ - _____ Other Emergency Phone (____) _____ - _____

This agreement to travel and participate in activities or events sponsored by the Brevard County schools is entirely voluntary on our part. It is also agreed that we will abide by all the rules set down by the School Board of Brevard County and the school.

The School Board of Brevard County, its school principals, and its teachers desire that students and parent(s) or guardian(s) of students have a thorough understanding of the implications involved in a student's participating in a voluntary extracurricular activity. For this reason, it is required that each student in the Brevard County schools and his/her parent(s) or guardian(s) read, understand, and sign this agreement prior to the student being allowed to participate in any out-of-county or overnight school trips.

1. I/We, the undersigned, as parent(s) or guardian(s), give my/our consent for the student identified herein to participate in activities as a representative of his/her school.
2. I/We will assume the liability during the entire course of the student's participation in the off-campus activity and will indemnify and hold the School Board of Brevard County harmless for any injury or accident or property loss involving the student.
3. I/We understand that all school officials will complete required accident insurance forms, after which all claims under insurance policy, or policies, for injuries received while participating in school events, shall be processed by the student, his/her parent(s), or guardian(s) through the company agent handling the student's insurance policy and not through the school officials.
4. I/We hereby accept financial responsibility for equipment or instruments lost, stolen, or damaged.
5. I/We authorize the school to transport and to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel. I/We also agree that the expenses for such transportation and treatment shall not be borne by the school district or its employees.
6. I/We accept full responsibility and hereby grant permission for my/our son/daughter to travel on any school related trip by bus or privately owned motor vehicle driven by a licensed driver employed or not employed by the district. This statement remains in effect until the end of this school year unless cancelled by me/us in writing to the school.
7. Some extracurricular activities may include or have the potential for participation in swimming or other water based activities. Risks and dangers in water may arise from foreseeable and unforeseeable causes. I/We give permission for my child to participate in these activities when supervised by a sponsor(s) and I will indemnify and hold the School Board of Brevard County harmless for any accident or injury; and hereby assume all risks and dangers and all responsibility for any injury, loss, and/or damage that may occur while my child is engaged in the water related activity (ies).

Student's Signature

Mother's or Guardian's Signature

Date

Father's or Guardian's Signature

(OFFICIAL SEAL)

State of Florida, County of _____ Sworn to and subscribed before me this _____ day of _____, 20 _____ by _____, who is personally known to me or who has produced _____ as identification.

Signature of Notary Public

Typed, Printed, or Stamped Name of Notary

My Commission Expires

Notary Public Commission Number

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
**PARENT PERMISSION AND RESPONSIBILITY STATEMENT FOR OFF-CAMPUS
EXTRA-CURRICULAR ATHLETICS**

School Name	Date
Student's Name (please print)	Name of Sport(s)

Activity / Event: _____
(List the extra-curricular sport(s), anticipated contest dates and off-campus practice locations or attach the schedule for both to this form)

School Athletic Director	(____) _____ - _____ Phone Number
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TRANSPORTATION BEING PROVIDED (check all that apply)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> - Walking | <input type="checkbox"/> - School Bus | <input type="checkbox"/> - Commercial Carrier (bus) | <input type="checkbox"/> - Privately Owned Vehicle |
| <input type="checkbox"/> - Leased Vehicle | <input type="checkbox"/> - County Vehicle | <input type="checkbox"/> - None | <input type="checkbox"/> - Other _____
<small>(Describe)</small> |

DRIVERS OF PRIVATE OR LEASED VEHICLES (check all that apply)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> - Student (other than self) | <input type="checkbox"/> - Parent or Volunteer | <input type="checkbox"/> - Teacher or Staff Member | <input type="checkbox"/> - Other _____
<small>(Describe: student will drive self, aunt will drive, etc.)</small> |
|--|--|--|---|

TYPE OF ACTIVITY (Check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> - Interscholastic game or competition | <input type="checkbox"/> - Interscholastic practice(s) | <input type="checkbox"/> - Other _____ |
|--|--|--|

Parents should direct questions concerning the athletic activity to the school Athletic Director or the following Coach:

Name _____ <small>Coach or Sponsor in Charge</small>	Telephone: (____) _____ - _____	(____) _____ - _____ <small>(School Number) (Mobile Phone)</small>
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ALL THE ABOVE TO BE COMPLETED BY THE SCHOOL

PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS:

1. I understand that participation in athletics' is voluntary, that it is not required, and that it exposes my child to some risk(s).
2. When the school does not provide transportation, the parent or guardian and student are responsible for transportation to and from the off-campus athletic activity.
3. The parent or guardian and student understand that the school district, its officers, agents or employees are not responsible for the student during the time he/she is traveling to or from the off-campus activity, unless the school is providing transportation.
4. The parent or guardian, and student will assume the liability for the student's participation in the off-campus activity and will indemnify and hold the Florida High School Athletic Association and the School Board of Brevard County harmless for any injury or accident or property loss involving the student during the entire course of the extra-curricular athletic activity.
5. Parent or guardian permission for the student to participate in the above activity (ies) may be withdrawn by written notification to the principal or by a change in the student's schedule approved by the principal or designee.
6. I understand that my child will be involved in athletics' off school property: therefore, neither the School Board of Brevard County, or its employees and volunteers, will have any responsibility for the condition or use of any nonschool property.
7. I certify that my child is in good health and may participate, but in the event of medical emergency, I/We authorize the coach in charge of the off-campus athletic activity to seek emergency medical treatment for my child at my expense.
8. Some trips may include or have the potential for participation in swimming or other water based activities. Risks and dangers in water may arise from foreseeable or unforeseeable causes. Your signature signifies permission for your child to participate in these activities when supervised by a sponsor(s) and that you will indemnify/hold the School Board of Brevard County harmless for any accident or injury, and hereby assume all risks and dangers and all responsibility for any injury, loss, and/or damage that may occur while your child is engaged in the water related activity (ies).

I/We have read and understand the information above and accept the designated responsibilities. I hereby grant participation in all

aspects of this trip - Granted Denied Granted with the following exceptions: _____
(Describe)

Students Signature (Required for All) - Date	Parent/Guardian Signature (Required for all) - Date
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THE SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

REQUISITION FOR SPECIAL SCHOOL BUS TRANSPORTATION

Requisitions must be in Area Transportation office
TWO WEEKS PRIOR to the trip date

				REQUISITION #			
					SCHOOL #	SCHOOL YEAR	NUMBER
DEPARTMENT OR SCHOOL		NO.		DATE OF REQUEST			
LOADING AREA	1.			DAY OF TRIP			
	2.			DATE OF TRIP			
TRANSPORTATION TO	1.			CITY			
	2.						

TIME BUS IS NEEDED AT SCHOOL			A.M.		P.M.		PLEASE GIVE TIMES IN QUARTER HOURS
ESTIMATED RETURN TIME			A.M.		P.M.		
NUMBER OF BUSES REQUIRED							
SPECIAL NEEDS	WHEELCHAIR BUS		WHEELCHAIR SLOTS (# required)		SEAT BELTS (# required)		CAR SEATS (# required)
NUMBER OF PERSONS BEING TRANSPORTED		ADULTS			STUDENTS		
SPONSOR (S) IN CHARGE							

	CODE		CODE
<input type="checkbox"/> ATHLETIC	1	<input type="checkbox"/> EDUCATIONAL	4
<input type="checkbox"/> BAND	2	<input type="checkbox"/> MISC./OTHER	5
<input type="checkbox"/> CHORUS	3	<input type="checkbox"/> EX ED	6
EXPLANATION			

Signature of Principal or Authorized Delegate _____

	BUDGET ACCOUNTING				COST ACCOUNTING		
SCHOOL/DEPARTMENT	INTERNAL ACCOUNTS	FUND	PROJECT	ACCOUNT		PROGRAM CATEGORY	PROGRAM
				FUNCTION	OBJECT		

TRANSPORTATION REQUEST

APPROVED

DISAPPROVED

DATE _____

BY _____

STATEMENT OF INSURANCE ON PRIVATELY OWNED VEHICLES

Required by F.S. 1006.24(4)

School Year _____

School _____ Date _____

The School Board of Brevard County, Florida requires proof of insurance coverage in force on all private vehicles used for the transportation of school sponsored groups on all in-county and out-of-county trips. The groups that may be transported include, but are not limited to, students, coaches, sponsors, faculty, and chaperones. This form is to be completed for each private vehicle used for the transportation of school sponsored groups. It is valid for the school year in which it is filed. If the insurance policy expires or is cancelled during the school year, a new statement must be submitted.

DRIVER INFORMATION

Driver's Name _____ Age _____

Address _____ Phone (____) _____ - _____

Florida Driver's License: *Type* _____ *Number* _____

VEHICLE INFORMATION

Vehicle Make _____ Year _____ Model _____

License Tag _____ Expiration Month / Year _____ / _____

INSURANCE INFORMATION: THE SCHOOL BOARD OF BREVARD COUNTY RECOMMENDS THE VEHICLE OWNER CARRY A LIMIT OF \$200,000 COMBINED SINGLE LIMIT OR \$100,000/\$300,000 BODILY INJURY LIMIT.

Name of Insured(s) _____ Policy Number _____

Insurance Company _____

Policy period: From _____ To _____

The vehicle owner's policy provides the recommended limits of liability coverage. **Yes** **No**

Insurance Agent _____

Address _____ Telephone (____) _____ - _____

I certify that insurance policies, subject to their terms, conditions, and exclusions are at present in force with the company indicated and that the information above is correct.

Signature of Owner/Insured

Date

This information above has been verified.

Signature of Principal or Designee

Date