

Planning a Field trip? Here are some things to remember

- Does the trip have the necessary and appropriate signatures required on the 4 part field trip request form? Have you followed the chain of command? Requester fills out the form completely, have administrator sign off, send to transportation for scheduling, forward to district office for verification then back to transportation. Has the trip request form been turn in to the transportation department at least 10 days before the date requested?
- Does the trip request list ALL STOPS by address the bus will be making during the trip, museum, restroom stop, food stops, etc.?
- Did you provide the Transportation Department and you site a updated list to the students that will be participating on the trip?
- Are there bus friendly instructions on how to get to the destination(s)? Are you sure that the roads are safe and negotiable for bus travel? You need to take the time to check it out.
- Does the trip require transportation of any extra equipment or usual luggage? California law requires that all emergency exits and the aisle not be blocked.
- Have you allowed for the difference in travel time that it may take a bus, instead of a car, to get to a destination and allowed for loading and unloading time?
- Can the trip you're scheduling be done within the legal limits with regard to the driver's hours on duty; driver can drive 10 hours within 16 hours since first reporting for duty?
- Remember even if you are taking personal vehicles or a SPAB (charter bus) your are still required to submit a field trip request form filled out with the route to be followed, all stops, and approved drivers, if applicable, signed by your administrator and then forwarded to the transportation department who will then forward to district office. Is the SPAB (Charter) bus company JPA approved? Make sure that company's driver has a SPAB special certificate or higher. Did you arraign for someone to inspect the SPAB vehicle and driver's credentials? It's the LAW...
- All volunteer drivers must have a driver pull notice on file at the bus shop and current TB test and finger prints on file at the District Office.
- All "Private vehicle" volunteer drivers must have a driver pull notice on file with the transportation department and current TB test and finger prints on file at the District Office. Private vehicle use also required a seven point inspection of the vehicle being used, proof of insurance and current vehicle registration. Seven point inspection can be done by appointment only with our district mechanics and are good for 6 months unless your insurance expires within the 6 months, then a new inspection is required.
- Do you have a sign out sheet for the parent or legal guardian to sign their student(s) off the bus or from the school sponsored activity. If the parents or legal guardian are allowing some else to pick up the student(s) they have to sign and date a release form, have and administrator sign and date it, and list who has permission to pick up their student(s) which shall be presented to the school bus driver for verification and to be retain.
- District vans can only transport district students and must return in the condition they where sent in. Trash from the trip must be remove by the driver issued the van. Any damage **must be reported** to the transportation department.

*Only the superintendent or their designee can designate school bus stop. If a stop is not listed on your field trip request form then it has not been approve for the bus to stop there. The bus will only stop at approved stops. Any form with missing information will be returned and a vehicle will not be scheduled until the form is returned with all required information.

**See forms listed below

I hereby give permission for _____ to be released by the Klamath-Trinity
Student
 Joint Unified School District to _____, prior to being transported to his/her
Responsible Adult
 authorized stop. By my signature below, I agree to and do indemnify and hold harmless, the
 District, its officers, agents and employees from claim or demand made and every liability,
 whatsoever, which may occur as a result of my child being released prior to the regular
 authorized stop, and affirm the adult identified above is at least 18 years old.

Date(s) of Activity _____

Parent/Guardian Signature _____ Date: _____

Approved _____ Denied _____

Administrator Signature _____ Date: _____

*Note: This form **MUST** be signed in front of an Administrator three (3) days prior to departure of any field trip. A copy **MUST** be given to the driver before departure or your child **WILL NOT BE RELEASED** other than at their authorized bus stop.*

I will be transporting my child _____ to a field trip destination. By my
Student
 signature below, I agree to and do indemnify and hold harmless, the Klamath-Trinity Joint
 Unified School District, its officers, agents and employees from claim or demand made and
 every liability, whatsoever, which may occur as a result of my child being transported to the
 school activity by me. My child IS / IS NOT to ride the school transportation back from the
 activity.

Date(s) of Activity _____

Parent/Guardian Signature _____ Date: _____

Approved _____ Denied _____

Administrator Signature _____ Date: _____

*Note: This form **MUST** be signed in front of an Administrator three (3) days prior to departure of any field trip. A copy **MUST** be given to the driver before departure or your child **WILL NOT BE RELEASED** other than at their authorized bus stop.*