



## Field Trips (Student Trips & Tours) FAQ

**1) Are there any Board of Education policies that explain District requirements for Field Trips?**

Yes, Policy & Procedure [3350](#) addresses field trips, and Policy & Procedure [5100](#) addresses Domestic and Foreign Tours. In addition, Policy & Procedure [8350](#) addresses the vehicle and driver requirements if students will be transported by a method other than a commercial carrier.

**2) What are the different types of student trips sponsored by the District?**

- a. Field trips are student trips which are planned and scheduled as part of the class' educational program. Students may walk to the location being visited or are transported via District-provided/arranged transportation.
- b. Extra-curricular trips are usually planned by an athletic team or a club and are planned to advance the team or club purposes. The District does not always provide transportation to extra-curricular trips.
- c. Extended trips are those which are over 150 miles each way or overnight, and the District provides or arranges transportation.
- d. Domestic or foreign tours are trips which are optional for students, are longer than one day, and take place when school is not in session except as authorized by the Superintendent or his/her designee.

**3) What are a Principal's responsibilities related to all field trips?**

Regardless of the type of trip, the principal must:

- a. approve the rationale for the trip, including the learning objectives for the trip;
- b. approve the transportation plan and that the appropriate driver & insurance information is submitted if applicable;
- c. approve the arrangements for supervision of students;
- d. ensure that known student health issues can be addressed and verify that a staff member has the appropriate first aid training and DPI-approved training in the administration of medicine; and
- e. ensure that the appropriate District authority has signed any contract that is needed for the trip.

**4) Does a Principal have additional responsibilities for extended trips?**

Yes. In addition to the responsibilities for all trips, the principal should:

- a. ensure that parents are informed of any early release at the conclusion of a trip and of the plan for those students whose parents object to the early release for their student;

- b. ensure the appropriate number of staff or other responsible adults will be supervising (1:10 adult-to-student ratio) and that the Assistant Superintendent has approved the use of a parent/volunteer as a supervising adult counted in the ratio ;
- c. review the trip itinerary to ensure it meets the rationale for the trip;
- d. ensure at least one staff member has CPR training and at least one staff member has training in first aid and administration of medication;
- e. if parents/volunteers will be attending/supervising an overnight trip, ensure the appropriate volunteer screening has taken place;
- f. ensure use of commercial, common, bonded carriers for transportation except as pre-approved by the assistant superintendent; and
- g. ensure there is an accurate and legible list of all attendees (including adults) and their emergency contact information.

5) **Does a Principal have additional responsibilities for domestic or foreign tours?**

Yes. In addition to the responsibilities listed for all trips and for extended trips, the principal should:

- a. ensure that the staff member does not use District resources to promote the trip until conditional approval has been given by the appropriate Assistant Superintendent and Superintendent;
- b. review the criteria for participation to ensure it is equitable;
- c. ensure that any free or reduced tickets or accommodations or anything of value is offered to the District, not to a specific staff member;
- d. designate the person who may receive the benefit of the free or reduced ticket or accommodation or other item of value;
- e. ensure that all restrictions on transportation placed by the Superintendent or his/her designee are followed; and
- f. ensure that parents have received adequate notice concerning the trip, itinerary, transportation plans, supervision of students, and expectations for student behavior, including under what circumstances a student may be sent home, as well as reminders that laws prohibiting certain behaviors may differ from jurisdiction to jurisdiction.

6) **What are the requirements if a staff member wishes to drive a small group of students on a field trip or extra-curricular trip?**

If there are fewer than 18 students attending the trip, and the principal has approved the plan to drive, then a privately owned or leased vehicle may be used to transport nine or fewer students plus the driver when:

- a. the vehicle has insurance coverage for property damage in an amount of at least \$50,000, for bodily injury liability in an amount of at least \$100,000 per person, and liability for each accident in an amount of at least \$300,000;
- b. the vehicle complies with state safety standards, and has been inspected for compliance within the past year;

- c. the vehicle is not used to transport more persons than can be seated on the permanently-mounted seats facing forward;
- d. the vehicle may not be a 15 passenger van or a van with fewer seats on a 15-passenger chassis;
- e. safety seats are used for children who do not meet the age and weight minimums set by state law;
- f. the driver is at least 18 years old and has a valid driver's license;
- g. the driver has a satisfactory driving record and criminal record background; and
- h. the driver provides medical verification regarding his or her ability to safely operate an automobile and transport students.

7) **Are there special forms that should be completed for field trips?**

Yes, the staff only web pages for both the Elementary and the Secondary Schools contain links to various field trip forms. The driver/vehicle forms are linked there and are also available through Risk Management. Please note that the process to receive final authorization for an extended trip or tour requires substantial lead time of *at least* two (2) weeks. Failure to follow the required timelines may result in the Assistant Superintendent withholding authorization for the trip.