

# MARPLE NEWTOWN SCHOOL DISTRICT

No. 121-AR-13

ADMINISTRATIVE REGULATION

APPROVED: September 2017

REVISED:

## 121- AR-13. FIELD TRIP PLANNING CHECKLIST

- \_\_\_\_\_ 1. Ascertain educational value
- \_\_\_\_\_ 2. Plan trip itinerary
- \_\_\_\_\_ 3. Determine **cost** – transportation, meals, admission fees, etc.
  - The person requesting transportation will be billed for the final trip charges after the trip. To estimate the charges for the trip, please use the following figures:
    - \$30.00 per hour
    - \$1.50 per mile
    - \$15.00 for pre and post trip inspection per bus
    - Add parking and toll fees if applicable
    - Add 10% for a contingency fee (If the distance or time of trip is longer than estimated)
  - A full-size bus will accommodate 48 middle or high-school students and 64 elementary students. As per State regulation, passengers cannot hang over the seat into the aisle. When chaperones are attending the elementary students, plan accordingly for seating arrangements so as not to encroach on the aisle.
  - When estimating costs, it should be assumed that buses will remain with trips. Any exceptions to this policy will be at the sole discretion of the transportation department and dependent upon operational needs.
  - Dates and days on the request forms must be accurate. All locations must be listed on the trip request for billing accuracy. Under no circumstance can the trip be altered from the preapproved plan; such as additional destinations added or deleted. Name and address of each location needs to be included for directional purposes.  
Verbal requests will not be accepted.
  - Unless special circumstances, trips on school days can only be scheduled for departure after 9:00 a.m. and must return to the district by 2:00 p.m. or after 5:00 p.m.
  - “Time of return”: on the trip request is the time of arrival back at the home school.

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- Number of passengers should include teachers, students and chaperones.
- Once the transportation department has confirmed the trip, the transportation department will sign a copy of the Trip Request Form and send it back to the school.

- \_\_\_\_\_ 4. Complete appropriate Field Trip Form (Category I, II, or III)
- \_\_\_\_\_ 5. Obtain approval of building principal, Director of Pupil Services or Supervisor of Special Education, Assistant Superintendent, Superintendent and the School Board (when required)
- \_\_\_\_\_ 6. The Transportation Department requires all completed paperwork at least four weeks before the date of the trip in order to schedule a trip – NO EXCEPTIONS
- \_\_\_\_\_ 7. Identify pre-trip activities
- \_\_\_\_\_ 8. Identify post-trip activities
- \_\_\_\_\_ 9. Select and confirm chaperones and provide orientation
- \_\_\_\_\_ 10. Prepare alternative instructional activities for students not participating
- \_\_\_\_\_ 11. Develop statement of student behaviors and expectations
- \_\_\_\_\_ 12. Initiate contact with students, parents/guardians and chaperones
- \_\_\_\_\_ 13. Prepare bus rosters and emergency call procedures
- \_\_\_\_\_ 14. Notify cafeteria of the number of students who will not be participating in the lunch program. Notification should be at least one (1) week in advance of the trip.
- \_\_\_\_\_ 15. Provide a list of student participants to the office prior to departure
- \_\_\_\_\_ 16. Identify students on prescribed medication and/or with medical problems-notify nurse
- \_\_\_\_\_ 17. Collect Medications from Nurse the morning of the trip
- \_\_\_\_\_ 18. Complete evaluation of the trip
- \_\_\_\_\_ 19. Parents and the PTO's are encouraged to lend financial support for educational trips.
- \_\_\_\_\_ 20. All overnight or a trip over 50 miles need approval from the CIT committee of the board. CIT agenda must be completed by the second Friday of each month. Therefore, all paperwork on trips must be completed and have received all signatures well before the date of the committee meeting. Late requests that come to central office will not be approved.