



# **Procedures for Field Trips and Other Off-Campus Activities**

***Carroll County Public Schools  
125 North Court Street  
Westminster, MD 21157***

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## **CARROLL COUNTY PUBLIC SCHOOLS**

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Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.

*The following document has been reviewed and/or revised in order to communicate to all personnel a set of standard procedures that everyone needs to be aware of and follow in planning field trips. These procedures are **NOT OPTIONAL** and need to be implemented in order to maintain consistency in every school.*

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## OVERVIEW

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Teachers must plan a field trip carefully. Planning the trip with the students should be as much of an educational process as the trip itself. Teachers must be aware of the administrative responsibility for such a trip and recognize the need to follow the Board of Education policy. The Board of Education hereby approves the use of field study trips including overnight instructional activities necessitated by travel requirements or the uniqueness of the particular learning experience.

Field trips provide an opportunity for improving school-community relationships. The behavior, interest, and attitudes of the students are factors in reflecting a good school image. The public is quick to notice and observe students' behavior.

Trips to other Carroll County schools for band or choral presentations, play days, mentoring, etc., also need to have certain procedures. All students need to have signed parental permission forms submitted to the teacher before the trip. The teacher must carry adequate emergency information with them when participating in these off-campus activities.

At any time prior to the trip, including the day of the trip, emergency/security situations may force cancellation of the trip. The appropriate Director will be responsible for making this decision.

**ANY ENTITY REQUIRING A WAIVER OF LIABILITY CAN NOT BE  
CONSIDERED FOR A FIELD TRIP FOR ANY REASON**

# PROCEDURES

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## **ADMINISTRATIVE REGULATIONS**

### **BOARD POLICY IICA: STUDENT FIELD TRIPS AND EXCURSIONS**

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Board of Education Policy IICA states: The Board of Education approves the use of field trips including those of an overnight nature when necessary. Specific guidelines for field trips will be developed by the Superintendent.

Refer to “Guidelines for Field Trips” for implementation. The Health Services Handbook contains field trip responsibilities for health room personnel.

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### **PROCEDURES FOR INSTRUCTIONAL FIELD TRIPS**

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1. The trip should be a natural outgrowth of the instructional program. Students should have a proper background for the trip if it is to be meaningful.
2. The trip may be used to:
  - Serve as an initial or introductory device to stimulate and motivate interest;
  - Provide a direct source of information and an opportunity to broaden understanding through first-hand experiences;
  - Extend and enrich the program;
  - Serve as a culminating activity.
3. The teacher shall provide a field trip instructional plan to the Principal that states:
  - The purpose of the trip;
  - The instructional objective;
  - Classroom activities that have been implemented before the trip;
  - Resources that will be used to enhance or develop the concept being taught;
  - Follow-up activities.
4. The trip shall meet the needs of the particular group for which it is planned.
5. The teacher or teachers shall secure as much information as possible about the place to be visited so that the trip may be profitably planned:
  - Are there any special activities or events that might interest students?
  - Can lunch be eaten at the site?

- What are the hours of the facility?
- Are there any special rules for large groups?
- Are there any costs associated with the visitation?
- Are there on-site medical facilities?
- Is the facility ADA accessible?

It is desirable for the teacher to make a visit to the site prior to the class trip.

6. The teacher will take reasonable precautions for the safety, security, comfort, and protection of the students and adults accompanying them. Refer to the section entitled **Responsibilities of the Teacher Regarding Instructional Field Trips**. The assignment of students and adults to a bus should not exceed the seating capacity (44 High School, 51 Middle School, and 58 Elementary School).
7. The **Security Guidelines** on page 14 of this handbook have been reviewed and followed.
8. Important data such as names of students, their phone numbers and addresses, persons to be contacted in an emergency and any pertinent medical concerns shall be gathered and available during the field trip.
9. Advance planning is necessary; therefore, the **Curricular/Extra-curricular Field Trip Request Form** should be submitted to the Principal at least thirty (30) school days prior to the day of the trip. A Principal may grant special permission for requests submitted after the thirty (30) day time period.
10. All field trips must be **approved** by the Principal in advance.
11. The length of time, distance, and the number of activities planned should be **reasonable** for the students involved. **Recommendation:** Bus Coaches instead of school buses should be used on any trip that goes beyond two hours of travel time.
12. A field trip should be arranged so that it does not interfere with regular school bus schedules. **Buses must leave their destination in time to arrive back to school prior to the afternoon dismissal time.** If the trip schedule does not coordinate with the regular bus schedule, arrangements for students to get home must be made in advance and supervision of the students at school must be provided by staff.
13. An adequate number of chaperones must always be in attendance on the bus. One of the chaperones for each bus must be a staff member. The Principal will determine a reasonable staff to student ratio based on the nature of the activity and location. A chaperone must complete an online CCPS Volunteer Application form annually and abide by the CCPS Volunteer Program Handbook.



14. The field trip is considered to be an extension of the school day; as such, students, teachers, and chaperones should conduct themselves according to standards of behavior that will help to:
  - Comply with all school rules and dress codes;
  - Contribute to individual and group safety;
  - Secure maximum educational benefits;
  - Maintain good public relations.
15. A first aid kit must be available on each bus. It is the responsibility of the bus contractor to supply the first aid kit. A first aid kit must be available for students and chaperones once they leave the bus.
16. Lavatory breaks are essential and should be taken at intervals during the trip.
17. Staff members who are chaperoning field trips are encouraged to carry a cell phone in case of an emergency.
18. If health personnel is required, this expenditure shall be included in the per pupil cost of the trip. This cost should include any admissions and salary for extended days. The nurse may need to be obtained through an agency, especially for an extended trip. This expenditure shall be absorbed by the cost of the trip.

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## INITIATION AND PLANNING

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It is the responsibility of the teacher to discuss the possibilities of a field trip with the Principal prior to submitting a formal request. Furthermore, it is the responsibility of the teacher to initiate and plan all field trips to be made by the class and/or classes under his/her direction. These trips must be coordinated with the school's program and be an outgrowth of the instructional program. A **Curricular Field Trip Study Guide Form** shall be submitted to the Principal before field trip approval. Teachers should submit long-range field trip plans by the submission timeline determined by their Principal.

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## APPROVAL FOR FIELD TRIPS

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1. Written approval for an individual one-day trip must be requested thirty (30) school days in advance. The Principal will approve trips prior to a copy of the Field Trip Request Form being given to the school nurse.

2. The **Security Guidelines** on page 14 of this handbook have been reviewed and followed.
3. ***Overnight field trips need the approval of the Principal, the appropriate Supervisor, Director of Transportation, School Director, HR-Volunteer Management Specialist, Supervisor of Health Services, and the Assistant Superintendent of Instruction.*** They must be requested at least **forty (40)** school days in advance of the trip.
4. Approval for overnight field trips will only be considered for middle or high school students.
5. No financial commitments are to be made until the approval form is returned with all appropriate signatures.
6. Mandated insurance coverage requirements are to be met (see section on **Insurance Information**) before the field trip can be approved.
  - A copy of the Certificate of Insurance (COI) must be provided to the HR-Risk Manager.

**NOTE:** Middle school students shall not participate in overnight trips with high school students without prior permission of the Superintendent or designee.

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## **RESPONSIBILITIES OF THE TEACHER**

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### **Prior to the trip:**

1. Secure as much information as possible about the place to be visited to assure that the trip can be educationally sound.
2. Obtain a Certificate of Insurance (COI), showing Carroll County Public Schools, 125 N. Court Street Westminster, MD 21157, as Certificate Holder, from the facility the field trip is visiting. Provide a copy of the COI to the HR-Risk Manager (see section on **Insurance Information**).
3. Get details regarding the physical facilities of the site, such as:
  - Can lunch be eaten at the site?
  - Are there lavatory facilities?
  - Is the facility ADA compliant?
  - Are there special programs/rules for school groups?
4. Discuss the possibilities of a field trip with the Principal prior to submitting a formal

request.

5. A **Curricular Field Trip Study Guide Form and Curricular/Extracurricular Field Trip Request Form** should be submitted to the Principal at least thirty (30) school days in advance for a one-day trip and at least forty (40) school days in advance for an extended/overnight trip. A chaperone list must be submitted with the request form.
6. Involve students in planning so they are aware of the purpose of the trip and so they have a background of information to make the experience most meaningful.
7. Secure written permission from parents or guardians of each student to take the trip. Require that all students have standard field trip permission letters signed by the parent/guardian and returned to the school. The Principal will determine the time limit for the permission letter.
8. As soon as possible, submit a tentative list of students eligible for the trip to the school nurse. This list shall be provided at least 2 weeks prior to the trip (4 weeks for an extended or overnight trip). Make sure you have the most up-to-date medical information from the nurse.
9. Print the emergency and medical data for students from the web portal no earlier than one (1) week prior to the field trip. Discuss the medical needs of your students with your Principal.
10. Acquire an adequate number of approved chaperones who have submitted an annual online application and met CCPS volunteer program guidelines (see CCPS Volunteer Program Handbook). Provide the chaperones with information and regulations pertaining to field trips. There must be at least one (1) adult staff member and one (1) adult chaperone per unit of transportation.
11. Provide the Principal with a list of all personnel going on the trip and a copy of the bus roster before the field trip is taken, and revise the list, if necessary, immediately before departing on the field trip.
12. Only students, parents, guardians, and/or volunteers who have been approved to attend the trip, and have traveled with the group to the site, are eligible to participate in the group activities. Students shall not leave their assigned group unless there is an emergency that requires it. Under special circumstances and with prior approval of the Principal, this requirement may be waived.
13. Make adequate plans for any student with special needs (including transportation). If a lift bus is needed, make arrangements so this student is not traveling alone.
14. Make adequate plans for any student who is **not** going on the field trip.
15. Make sure all forms are completed and submitted according to the established timelines.

### Day of the trip:

1. Carry important data such as names of students, their phone numbers and addresses, person to be contacted in an emergency and any pertinent medical concerns. This information shall be available during the field trip.
2. Obtain student medications and any other medical supplies from the nurse.
3. Determine the location of the **First Aid Kit** on the mode of transportation being used. The teacher is responsible for having the pertinent medical information on all students. This must be available during the trip.
4. A trained staff member shall be within reasonable proximity (including while riding on the bus) and available, at all times, to students with known medical needs or known life-threatening conditions. This staff person will maintain and be responsible for any student medication.
5. Only CCPS staff will carry student medications and administer them to the students. Exceptions will be made for students with permission to administer their own medications and for parents to administer medication to their own child.
6. Teachers and drivers need to work cooperatively to provide a safe experience for all. By state law, the ultimate responsibility and control of behavior on the bus lies with the teacher.
7. Teachers and all adult chaperones are required to carry a cell phone in case of an emergency. Be sure that each adult chaperone and the school have the cell phone number(s).
8. Check attendance as students board the bus on departure and at each reloading of the bus during the trip. This check is made from the roster of those who are participating in the field trip.
9. In the event of a traffic accident, the teacher shall seek the necessary emergency assistance and notify the Principal. Any student needing medical assistance at a hospital should be accompanied by a staff member. A chaperone may accompany a student only if there aren't enough staff members to supervise the remaining students. The school bus driver will be responsible for following Transportation Services Department accident procedures. When applicable, emergency services personnel are responsible for the accident scene.

### **After the field trip:**

1. Return all medication, emergency information, and supplies to the appropriate school staff.
2. Upon return, file with the Principal a written report of any illnesses, injuries, or any incidents requiring disciplinary action. Include in the report the action taken by the teacher in charge. Medical forms are available in the school health room for any illnesses or injuries that occurred on the trip.
3. Teachers are expected to address in written form to the Principal all unsafe driving conditions and concerns they have about the driver that may jeopardize the safety of their students or any inappropriate behavior on the part of the driver. The Principal will forward to the Director of Transportation Services.

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## **RESPONSIBILITIES OF THE PRINCIPAL**

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1. Review the initial request and study guide of the teacher and grant approval if the trip meets educational criteria. A signed copy of the **Curricular/Extracurricular Field Trip Request Form** should be returned to the teacher and a copy filed in the office.
2. Follow all the **Security Guidelines** on page 14.
3. Review with the teacher:
  - The educational objectives and procedures that have been planned and communicated to all students;
  - The time frame for signed permission to be returned;
  - Signed permission slips have been obtained from the students;
  - The number of chaperones assigned;
  - Specific needs for medically fragile students;
  - Is the facility ADA accessible?
  - The buses and coaches being used for the field trip are on the approved Transportation Services Department list.
4. Obtain/verify through the HR-Risk Manager (410-751-3035) that a Certificate of Insurance (COI) has been provided and is on file.
5. Send request forms to the School Director for all appropriate approvals of overnight trips.
6. Schedule an agency nurse to accompany any student who is considered medically fragile. It is the school's responsibility to bear the cost of the agency nurse. Funding should be

factored into the cost of all scheduled field trips. The chart below provides contact information for our local nursing agencies.

<b>Nursing Agency</b>	<b>Address</b>	<b>Phone Number</b>	<b>Contact Person</b>
Epic Developmental Services <i>(formerly Care Resources)</i>	1026 Cromwell Bridge Rd. Towson, MD 21286	(p) 410-583-1515  (f) 410-583-2491	Ernestine Chalk  Timothy Golson (410-340-9172)
Nursefinders	29 W. Susquehanna Ave. Suite 110 Towson, MD 21204	(p) 410-321-1111  (f) 410-828-7137	Tonia Richmond
Supplemental Health Care	14502 Greenview Dr. Suite 408 Laurel, MD 20708	(p) 866-566-5310  (f) 866-566-5311	Jen Roerty

7. Secure a copy of the trip information for overnight trips.

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## **SECURITY GUIDELINES**

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The safety and security of staff and students remain a priority for Carroll County Public Schools (CCPS). As has been common practice, at any time prior to the trip, including the day of the trip, an emergency/security situation may force the cancellation of a field trip. All school systems understand that there is an inherent risk any time field trips to any location occur. Therefore, the following guidelines should be carefully reviewed and followed when planning any field trip:

1. Any credible security concerns received from the Maryland Center for School Safety (MCSS), the Maryland Coordination and Analysis Center (MCAC) and/or the Washington Regional Threat Analysis Center (WRTAC) that relate to field trip security will be relayed to School Directors and administrators.
2. Principals and Directors should also consider the totality of the following factors to assess the level of risk for any field trip:
  - The age of the students participating in the field trip;
  - Students with special needs and how they will be accommodated;
  - Adequate supervision as enumerated in the CCPS Procedures for Field Trips;
  - Travel routes to and from the field trip site, as well as proximity of drop off and pick up locations for students;
  - Level of security at facilities to be visited;
  - For small children, the ability to contain or maintain accountability.
3. Buses shall park/stage within a reasonable proximity of the field trip venue.

4. Staff and chaperones shall maintain a level of situational awareness at all times. If there are safety concerns during a field trip, the teacher or administrator in charge will have the authority to terminate the trip at any time.
5. A method to communicate with all staff, chaperones and bus drivers should be established prior to the field trip.
6. Prior to the field trip, if a teacher or school administrator has concerns about the risk level of a particular trip, they should consult with their respective School Director and the Supervisor of School Security to make a determination as to whether it should take place.
7. The following prohibitions shall apply:
  - Students shall not be left unsupervised during any field trip;
  - Students and chaperones shall not drive themselves to the field trip location. Any exception to this rule must be approved by School Director.
8. Parents should understand that they have the ability to opt their children out of any field trip.

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## CHAPERONES

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1. A chaperone or volunteer chaperone is a person at least 21 years of age who accompanies students to supervise their activities or behavior and who offers their services to the local school(s) or to CCPS without receipt of monetary compensation. (Maryland State Law – Sections 6-106. Volunteer Aides).
2. A field trip chaperone must submit an online CCPS Volunteer Application form annually and be screened to determine eligibility (approval) to volunteer. The volunteer screening process requires a minimum of five (5) school days. \* **See procedures for overnight trips.**
3. A sufficient number of adult chaperones should be assigned to assure proper supervision of all students. Field trips require adequate and appropriate supervision in accordance with the nature of the field trips. A suggested ratio of adults to students is one adult for every 3 to 5 students for elementary, one adult for every 5 to 10 students for middle, and one adult for every 20 to 25 students for high school level. Depending on the nature of the activity and the location, the Principal may use his/her discretion on the number of chaperones needed.
4. In order to maintain the safety of the students and to adequately account for their

whereabouts, only those chaperones who are approved for that trip will be allowed to actively participate with the students. Individuals who may be present at the site of the trip, but are not an approved chaperone for the trip may not “shadow” the group or participate in any of the scheduled activities. If the group of students is performing at the venue, family members/friends present would be considered as any other spectators.

5. Adult supervision of field trips for classes or groups must meet the following minimum requirements:
  - At least one teacher per group or class must attend;
  - There must be at least one adult chaperone and one staff member on each bus or mode of transportation to assist the teacher in charge.

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## OVERNIGHT CURRICULAR / EXTRACURRICULAR TRIPS

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In addition to the regulations for standard field trips, these procedures must be followed:

1. Overnight field trips that have definite educational value are permitted. The trip must be justified in terms of school or course goals and objectives.
2. Co-curricular and extracurricular activities may require an overnight trip. These trips will also be permitted with proper approvals.
3. The Principal’s written approval for an overnight trip must be requested at least forty (40) school days in advance of the scheduled event. All approved volunteers, selected as chaperones for overnight trips or activities, are required to submit a **Background Check Application** to the HR-Volunteer Management Specialist at least 30 days prior to the scheduled trip. Background applications are processed by an outside agency and are only valid for the current school year. Applicants will receive written notification from the HR-Volunteer Management Specialist regarding the outcome of the Background Report.
4. The original copy of the **Curricular / Extracurricular Field Trip Request Form** must be completed, signed by the Principal, and forwarded to the appropriate Director. All appropriate information must accompany the form (e.g. chaperone list, etc.).
5. A copy of the approval or disapproval of the overnight trip must be received by the Principal from the Assistant Superintendent of Instruction at least two (2) weeks in advance of the trip.
6. The overnight field trip must be thoroughly planned to assure the appropriate conduct and welfare of the students and chaperones.



7. Any special arrangements for transportation, lodging, and/or other costs associated with the trip, are only available to students listed on the trip roster, staff accompanying students, and volunteers on the approved chaperone list.
8. Special consideration must be given to the number of chaperones on an overnight trip. Additional chaperones may be appropriate for overnight trips.
9. The teacher should submit a copy of the trip information/itinerary to the Principal. Parents and chaperones should receive a copy of the information.
10. All school sponsored extended/overnight trips, regardless of the time of year (e.g. summer), need to follow all CCPS procedures for those trips.

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## MEDICATION PROCEDURES

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### Medication Procedures for Overnight Field Trips:

Certain school activities involve travel away from the school property for overnight or longer periods. To accommodate the potential need for medication (prescription, over-the-counter, homeopathic, and herbal) at these activities, the following procedure will be followed:

1. When it is known that a student will require medication during the activity, the parent/guardian should be encouraged to chaperone the activity, control, and administer the medication.
2. If the parent cannot accompany the student and the student must take medication CCPS Health Services Medication Administration procedures will be followed:
  - The parent/guardian must provide a written authorized prescriber's order and written parent/guardian consent;
  - The parent must submit the Medication Order Form **no later than two weeks** prior to the trip to allow the school nurse to review the orders;
  - The parent/guardian must provide enough medication for the duration of the trip in a properly labeled prescription or original over-the-counter container;
  - School personnel can administer oral medications, assist with inhalers and administer auto-injector epinephrine if trained.
3. Only students already self-carrying and self-administering as noted on their medication order form can self-carry/administer medications on an overnight field trip. If the student is allowed to carry their medicine and shares the medication with another, the student will lose the privilege of carrying the medicine and will be subject to disciplinary action under the Drug and Alcohol Policy. The student will give the medication to the responsible staff member who will administer it according to the order on file.

4. CCPS staff in charge of the field trip will insure proper return of unused medications to the student's parent/guardian.
5. If a student has an identified health need on his/her IEP or 504 Plan, and the parent/guardian of the eligible student does not accompany the student, efforts will be made to accommodate the medical needs. **The school nurse should be informed of the need at least two (2) weeks prior to the trip.**

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## INSURANCE INFORMATION

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CCPS will take reasonable precautions to assure the safe travel and environment for students, staff, and visitors. CCPS maintains insurance coverage required by Maryland law. This coverage is not all inclusive.

1. A Certificate of Insurance (COI) from the facility the field trip will be visiting must be on file with the HR-Risk Manager prior to the trip. To verify this information call the HR-Risk Manager at 410-751-3035 as soon as the field trip location has been established. When requesting a COI, the Certificate Holder must be Carroll County Public Schools, 125 N. Court Street, Westminster, MD 21157. The Certificate holder should not be in the name of the school or organization sponsoring the trip.
2. If a COI is not on file, the field trip coordinator is responsible for contacting the facility, obtaining the form and forwarding a copy to the HR-Risk Manager prior to the trip.
3. A COI is also required from the company providing transportation (including planes, trains and boats) for any field trip using transportation other than approved school buses and coaches.
4. Contact the HR-Risk Manager at 410-751-3035 with any questions.

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## TRANSPORTATION GUIDELINES AND SUGGESTIONS

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During the summer, schools will receive Field Trip Bus Service instructions from the Transportation Services Department, including a Field Trip Contractor List for the school year, and a Field Trip Roster individualized by school. If your school did not receive this information, contact the office of the Director of Transportation Services. You are requested to use the instructions and lists to do the following:

1. Prepare a list of known field trip destinations and approximate times and mail these to all contractors requesting quotes for your trips as listed (see attached Field Trip Bus Service form).
2. After receiving quotes by your established deadline time, field trips can then be awarded on the basis of the lowest price submitted for each individual trip. The lowest price contractor must be selected even if they cannot, by themselves, provide the total number of buses needed. In the event of identical prices being submitted, you will have to conduct a lottery between bidders submitting identical prices (see Other Guidelines and Suggestions).
3. File your roster and your quoted field trip prices and make them available for possible review.

#### **OTHER GUIDELINES AND SUGGESTIONS:**

1. Award field trips to known field trip destinations on basis of lowest quoted price.
2. In the event of identical prices, award field trips by conducting a lottery between bidders of identical prices.
3. A contractor may only make arrangements for the number of buses they personally have listed under the time frame needed. Subletting is allowable only when the school changes the date of an awarded trip or when a bus breaks down on the day of the trip.
4. If the contractor with the lowest quoted price is unable to provide buses, or provide enough buses, the contractor with the next lowest price should be contacted.
5. For field trips going to destinations not listed in the quote sheet sent to contractors, the award of the field trip should go to the contractor submitting the lowest time/mileage rate. (see attached Field Trip Bus Service form)
6. Those responsible for field trip arrangements should not negotiate prices, but should use the information provided on the quote sheets. This should save both time and telephone calls. Telephone conferences should only be used to inform of an award of a bid. Prices should not be obtained by telephone.
7. Buses of contractors should not be used unless they are able to provide service within the established time frame needed. Many buses may not be available until after the third transportation tier is completed (approximately 9:15 to 9:30 a.m.)
8. It is advised that records be kept regarding the level of service provided by field trip contractors and if there have been problems in making telephone contact with contractors to make field trip arrangements. School buses with any passengers on board may not exceed 55 miles per hour. Please have teachers monitor the speed.

9. Teachers are responsible for maintaining acceptable behavior on all field trips. They should work closely with the bus driver to ensure safety.

Although these guidelines may seem somewhat complex, the Transportation Services Department does feel it will reduce the amount of office time spent arranging field trips. It will also help ensure reasonable prices for trips by providing for competition in a free marketplace. Additionally, adherence to these guidelines will provide all contractors with an equal opportunity to provide service for your school.

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## **FIELD TRIP CONSIDERATIONS FOR STUDENTS WITH DISABILITIES**

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Considerations for organizers of field trips when a student, or students, with disabilities will be involved may require some additional thinking.

It is imperative to remember that a student with a disability cannot be excluded from a field trip because of the disability. Transportation to and from the trip must be made available to all students on an equitable basis. Every effort should be made to arrange the field trip with as little attention given the student with a disability as possible. By this, it is meant, try not to single the individual student out.

A field trip site must be able to support ADA accommodations and be handicapped accessible based on the ADA needs of a student or chaperone. If an activity on the field trip is not ADA compliant and cannot be modified to accommodate the needs of a disabled student or chaperone, no students may participate in that single activity. The field trip should not be approved if the sole purpose of the field trip is an activity that cannot be modified to meet the needs of all students.

When specialized transportation is required, a carrier should be requested to meet the need (i.e. lift bus, etc.). Should an appropriate carrier not be available, steps should be taken with great sensitivity to all students involved in trying to arrange appropriate transportation for all. Some suggested approaches might include:

1. Check to make sure the transportation being requested is required.
2. Check to see if the student can be transported in a regular seat and use a portable wheelchair on location.
3. Investigate parent involvement and support. The possibility of the parent transporting the student is available as a last resort if the parent is willing, and the school system may be able to help with reimbursement to the parent for mileage, etc. However, this should

be a last resort, and this depends upon the knowledge of the school system of the situation and the parental involvement with the particular case and student.

4. Seek additional support from Transportation Services and Special Education for ideas and additional direction.
5. Encourage several non-disabled children to ride the lift bus also, so the disabled child is not isolated on the field trip while being transported.

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## **FIELD TRIP TRANSPORTATION FOR WHEELCHAIR STUDENTS**

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- A. Students who require a wheelchair while on the trip must be transported in a vehicle in which the wheelchair can be secured. School will make the bid-winning contractor aware of wheelchair student:
  1. A lift bus must be made available for students who require special transportation (lift bus) as part of the student's IEP.
  2. If the student only requires a wheelchair for a temporary condition (e.g. a broken leg) and the student can enter and exit a regular bus safely, they may ride a regular bus. The wheelchair must be collapsed and safely secured on the bus.
- B. Lift buses can only be supplied from a bus contractor having special needs buses.

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## **BUS EVACUATION PLAN – FIELD TRIPS / SPORT TRIPS**

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Prior to leaving school on each athletic or field trip, the following information should be carefully reviewed with the parents, teachers, coaches and students.

1. Determine the number of riders that have participated in a bus evacuation during the current school year.
2. Describe the functionality and point to the location of each emergency exit; including the service door, rear emergency door or (buses with no door) an emergency exit window, all side emergency exit windows and the roof hatches.
3. Give the guidelines and procedure for each type of evacuation:

**REAR DOOR** - If the accident (or other hazard) occurs in front of the bus the passengers will exit the rear door starting with those seated in the front. When evacuating out the rear door – passengers should be told to sit and slide.

**FRONT DOOR** - If the accident (or other hazard) occurs in the rear of the bus – passengers will exit the front door starting with the rear seated passengers.

**COMBO EXIT EVACUATION** - If the accident (or other hazard) occurs in the middle of the bus - passengers will exit using the front and rear doors, starting with those seated in the middle of the bus.

**EMERGENCY EXIT WINDOWS** - When evacuating out an Emergency Exit window, passengers should be reminded to exit feet first on their stomach.

4. Remind passengers they must listen to the bus driver's instructions – say ***"It is imperative that you listen to my instructions at the time of Bus Evacuation"***.
5. Instruct passengers to evacuate 100 feet from the bus and stay together in a safe location away from the roadway if possible.
6. Instruct passengers there are two main reasons for evacuation:
  - The bus is on fire or a chance the bus will catch on fire.
  - The bus is in an unsafe position.

# **FIELD TRIP FORMS**

# CARROLL COUNTY PUBLIC SCHOOLS CURRICULAR/EXTRACURRICULAR FIELD TRIP REQUEST FORM

**Procedures:** (See Procedures for Instructional Field Trips)

1. Submit to the Principal the **Curricular/Extracurricular Field Trip Request Form** for ALL school trips including regular, overnight, Saturday, or late returns. **A copy of this form must be given to the school nurse and HR-Risk Manager. The Assistant Superintendent of Instruction must approve overnight trips.**
2. Submit all permission slips signed by parent or guardian for each student to the Principal or his/her designee one week before the trip.
3. Submit monies daily to the school's financial secretary.

**Name of School: (Print)** \_\_\_\_\_  
**Teacher's Name: (Print)** \_\_\_\_\_  
**Teacher's Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_  
**Destination:** \_\_\_\_\_  
**Overnight Accommodations:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Name and Phone Number of Contact Person:** \_\_\_\_\_  
**Date/Time Depart:** \_\_\_\_\_ **Date/Time Return:** \_\_\_\_\_  
**Objective:** \_\_\_\_\_  
**Modes of Transportation / Name of Carrier:** \_\_\_\_\_  
Transportation may only be provided by contractors on the school bus and/or motor coach approved contractor list. (If students are to board any mode of transportation other than school bus or motor coach, the school administrator must contact the CCPS HR-Risk Manager.)  
**Total Cost of Trip:** \_\_\_\_\_  
**Funding Sources:** \_\_\_\_\_  
**Number of Students:** \_\_\_\_\_ **Grade/Subject:** \_\_\_\_\_  
**Medically fragile students requiring a nurse:** Yes \_\_\_\_\_ No \_\_\_\_\_  
Chaperone List/Form must be submitted with this form.  
**Total Cost to Each Student:** \$ \_\_\_\_\_ **Cost of Bus:** \$ \_\_\_\_\_ **Other Cost:** \$ \_\_\_\_\_  
**A copy of this request was given to the school nurse on** \_\_\_\_\_ **(Date)** \_\_\_\_\_

**PENDING FURTHER ACTION**  
**HR-Volunteer Management Specialist:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Further action to be taken:** \_\_\_\_\_

**FIELD TRIP APPROVAL**      **APPROVE:** \_\_\_\_\_      **DISAPPROVE:** \_\_\_\_\_  
**Obtained or verified through HR-Risk Manager (ext.3035) that a Certificate of Insurance is on file** \_\_\_\_\_  
**Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Approval denotes all chaperones meet CCPS Volunteer Program Guidelines)

**OVERNIGHT FIELD TRIP APPROVAL**  
**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**HR-Volunteer Management Specialist:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Director of Transportation:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Supervisor of Health Services:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Assistant Superintendent of Instruction:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disapproved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Reason:** \_\_\_\_\_

**NOTE: CCPS is not responsible for damage or loss of personal property. Personal property is the sole responsibility of the property owner.**



**CARROLL COUNTY PUBLIC SCHOOLS  
CURRICULAR FIELD TRIP STUDY GUIDE**

**Destination:** \_\_\_\_\_

**Purpose of Trip:**    \_\_\_\_\_ Introduction                      \_\_\_\_\_ Informational  
                                 \_\_\_\_\_ Culminating                      \_\_\_\_\_ Extending or enriching

**Instructional Objective:** \_\_\_\_\_

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

**Classroom Instructional Activities:** \_\_\_\_\_

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

**Resources** (books, multi-media, web resources, etc.): \_\_\_\_\_

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

**Follow-up Activities:** \_\_\_\_\_

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

**NOTE:** To be submitted with **Curricular/Extracurricular Field Trip Request Form.**  
A study guide of a different format can be used if it is acceptable to the Principal.

**CARROLL COUNTY PUBLIC SCHOOLS  
CURRICULAR / EXTRACURRICULAR FIELD TRIP  
PERMISSION LETTER**

**DIRECTIONS:** This form is to be completed and presented to the Principal with the Curricular / Extracurricular Field Trip Request Form.

Date Submitted: \_\_\_\_\_

Dear Parents:

The \_\_\_\_\_ (Grade, Class, Organization) has been given permission to take a trip to \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date). The trip will be taken on an approved carrier. Transportation for this trip will be provided by \_\_\_\_\_ (Bus/Service). The cost of the trip will be \$ \_\_\_\_\_ per student. This amount includes \_\_\_\_\_. Teachers and the appropriate number of volunteers who have completed required training will accompany the group. The students will leave the school at \_\_\_\_\_ (Time) and return by \_\_\_\_\_ (Time). **In order to chaperone this trip, you must have completed annual required volunteer training at least 7 school days prior to the date of the trip and met CCPS Volunteer Program guidelines.**

Sincerely,

\_\_\_\_\_  
Teacher

APPROVED: \_\_\_\_\_  
Principal

\_\_\_\_\_  
School

**PERMISSION SLIP**

Please complete, check yes or no and return to the classroom teacher within five (5) school days. Form must be returned whether the child is participating or not.

\_\_\_\_\_ (Name) has my permission to make the trip to \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date) \_\_\_ yes or \_\_\_no. I (we) believe that the *necessary precautions and plans for the care and supervision of my child during this trip will be taken.*

Pertinent physical or medical concerns that the staff should be aware of (i.e., allergic to bee stings, asthma, diabetes, etc.): \_\_\_\_\_

I consent to and authorize the Board of Education personnel or their designee to take whatever reasonable steps he/she deems necessary in order to provide emergency medical care for my child. I further agree to permit my child to be transported to a medical facility by ambulance or other commercial vehicle. We understand and agree that we will be responsible for all medical bills and costs that may be incurred as a result of medical care and treatment of my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Phone Number in Case of Emergency

**CARROLL COUNTY PUBLIC SCHOOLS**  
**EXTRACURRICULAR ACTIVITIES MEDICAL FORM**  
Form must be with the appropriate staff person when they supervise students for  
extracurricular activities away from the school.

In accordance with Carroll County Public School's field trip procedures, we are requesting that parent/guardian complete the information below regarding his/her child before the child can participate in extra-curricular activities.

---

**EXTRACURRICULAR EMERGENCY MEDICAL FORM**

Student: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian: Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Other Contact: Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Information and/or Restrictions:

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

I consent to and authorize the Board of Education personnel or their designee to take whatever reasonable steps he/she deems necessary in order to provide emergency medical care for my child. I further agree to permit my child to be transported to a medical facility by ambulance or other commercial vehicle. We understand and agree that we will be responsible for all medical bills and costs that may be incurred as a result of medical care and treatment of my child.

---

Parent/Guardian Signature

Date

## OVERNIGHT FIELD TRIP STUDENT ROSTER FORM \*

DATE OF TRIP: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

EDUCATIONAL OBJECTIVE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ DISTRICT/PARISH: \_\_\_\_\_

OVERNIGHT ACCOMMODATIONS: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TIME OF DEPARTURE: \_\_\_\_\_ TIME OF RETURN: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

<b>1.</b>	<b>15.</b>
<b>2.</b>	<b>16.</b>
<b>3.</b>	<b>17.</b>
<b>4.</b>	<b>18.</b>
<b>5.</b>	<b>19.</b>
<b>6.</b>	<b>20.</b>
<b>7.</b>	<b>21.</b>
<b>8.</b>	<b>22.</b>
<b>9.</b>	<b>23.</b>
<b>10.</b>	<b>24.</b>
<b>11.</b>	<b>25.</b>
<b>12.</b>	<b>26.</b>
<b>13.</b>	<b>27.</b>
<b>14.</b>	<b>28.</b>

Approved: \_\_\_\_\_

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

\* This roster must be completed two (2) weeks prior to the overnight trip, and a copy sent to the school nurse. With Principal's approval, names may be added after the deadline. Any additional names need to be given to the appropriate staff as soon as possible.

## CHAPERONE LIST

<b>School:</b>		<b>Field Trip / Activity Destination:</b>		
<b>Date(s) of Field Trip / Activity:</b>				
Name <i>(Please Print)</i>	CCPS Employee? (If Yes, include employment location)	CCPS Employee Safe Schools Completion Date	Volunteer Application Approval Date	Background Report Approval Date
		<i>(This section to be completed by HR-Volunteer Management Specialist)</i>		
1.*				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

**\*First person listed is to be lead teacher for this trip.**

**\*\*Chaperones must be 21 years of age.**

# Background Check Application

The Background Check Application is used for the purpose of additional screening and for overnight field trip/activity chaperones. Background check applications for overnight field trip/activity chaperones should be submitted at least thirty (30) days prior to the scheduled trip/activity. Applicants will receive confidential written notification from the HR-Volunteer Management Specialist regarding the outcome of their background check.

Date of Upcoming Trip/Activity \_\_\_\_\_ School \_\_\_\_\_

Date of Application \_\_\_\_\_

Legal Name (Please Print) \_\_\_\_\_  
First Middle Last

Other Names Used (alias, maiden, nickname) \_\_\_\_\_

Email Address \_\_\_\_\_ Social Security Number \_\_\_\_\_

Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female Date of Birth \_\_\_\_\_

Present Address \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

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

## AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF AN INVESTIGATIVE CONSUMER REPORT

I, the undersigned consumer, do hereby authorize **CARROLL COUNTY PUBLIC SCHOOLS** by and through its independent contractor, **FIRST ADVANTAGE**, to procure an investigative consumer report on me.

The following investigative reports will be prepared:

- Social Security Number Verification – present and former addresses
- Maryland Criminal Search
- National Criminal Search
- National Sex Offender Registry – Department of Justice Website

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **CARROLL COUNTY PUBLIC SCHOOLS** by and through **FIRST ADVANTAGE**, including, but not limited to any and all courts, public agencies, law enforcement agencies, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to first advantage, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681 et.seq.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed applications should be submitted to: Carroll County Public Schools, 125 North Court Street, Westminster, MD 21157, Attention: Human Resources Department

Date Received: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Reference Request No.: \_\_\_\_\_  
\_\_\_\_ Approved \_\_\_\_\_ Denied Letter to Applicant (date) \_\_\_\_\_



**CARROLL COUNTY PUBLIC SCHOOLS**

**NON-SCHOOL DAY, EXTENDED DAY, OR OVERNIGHT FIELD TRIP MEDICATION ORDER FORM**

This form must be completed and signed by the authorized prescriber and parent/guardian for all prescription, over the counter, homeopathic, and herbal medications.

- A new form is required for each non-school day, extended day or overnight field trip.
- A separate form must be completed for each medication.
- Only students already self-carrying and self-administering as noted on their medication order form can self-carry/administer medications on field trips. If the student is allowed to carry their medicine and shares the medication with another, the student will lose the privilege of carrying the medicine and will be subject to disciplinary action under the Drug and Alcohol Policy.
- The medication must be brought to school by a parent/guardian or designated responsible adult **one week prior** to the field trip.
- All medications must be in their original container and clearly marked for the student.

**HEALTH CARE PROVIDER INSTRUCTIONS FOR GIVING MEDICATION ON FIELD TRIP**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Allergies: \_\_\_\_\_  
 Medication Name: \_\_\_\_\_ Route: \_\_\_\_\_ Strength: \_\_\_\_\_  
 Dosage: \_\_\_\_\_ Time: \_\_\_\_\_ Side Effects: \_\_\_\_\_  
 If PRN, for what symptoms: \_\_\_\_\_ If PRN, frequency: \_\_\_\_\_

**Note:** a student may not carry medications at any time. However, because of a serious medical condition, a student may need to carry an inhaler for asthma, auto-injector epinephrine, or other emergency medications.

Student has permission to carry/self-administer this emergency medication: Yes \_\_\_ No \_\_\_

Authorized Prescriber Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized Prescriber Name (Printed): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax \_\_\_\_\_

**PARENT/LEGAL GUARDIAN AUTHORIZATION**

I request designated school personnel to administer the medication as prescribed by the above authorized prescriber.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SCHOOL PERSONNEL USE ONLY**

School Nurse: Received and reviewed for accuracy by \_\_\_\_\_ Date: \_\_\_\_\_

Date	Time	Initials	Date	Time	Initials	Date	Time	Initials

School personnel must sign and initial below before administering medication and/or verifying order for accuracy.

INT \_\_\_\_\_ NAME \_\_\_\_\_ INT \_\_\_\_\_ NAME \_\_\_\_\_ INT \_\_\_\_\_ NAME \_\_\_\_\_

**CARROLL COUNTY PUBLIC SCHOOLS**  
**SKI CLUB PERMISSION FORM**

As parent or legal guardians of \_\_\_\_\_ (name of student), we hereby authorize and consent to our child's participation in \_\_\_\_\_ (name) School's Ski Club trip to \_\_\_\_\_ (name of resort) in \_\_\_\_\_ (location).

We understand that skiing is a potentially dangerous sport and that physical injuries may occur to our child requiring emergency medical care and treatment. We further recognize that, even with experienced skiers using proper equipment, there is always a risk of serious injury or death inherent in the sport of skiing.

We further recognize that the Board of Education of Carroll County, its members, agents, employees, and in particular, the administration and staff of \_\_\_\_\_ (school) make no representation whatsoever with respect to the slope conditions at \_\_\_\_\_ (name of resort), the condition or adequacy of the ski equipment to be used by our child, or as to any other matter connected with the sport of skiing. We understand that the chaperones accompanying the Ski Club on its trip to \_\_\_\_\_ (name of ski resort) will not be supervising our child once he/she exits the bus upon arrival at the ski resort and that the chaperones will not, under any circumstances, provide ski lessons or training, advice regarding ski equipment, or any other information or advice regarding the sport of skiing.

In consideration of allowing our child to participate in the Ski Club trip to \_\_\_\_\_ (name of ski resort) we agree to release and hold harmless the Board of Education of Carroll County, its members, agents, employees, volunteer chaperones, or insurers from any and all claims arising out of our child's participation in the aforementioned Ski Club trip. We further agree to indemnify, defend, and hold harmless the Board of Education of Carroll County, its members, agents, employees, volunteer chaperones, and insurers, from any and all claims, costs, suits, actions, judgments, and expenses as a result of a claim brought by or on behalf of our child, or any other claim arising out of our child's participation in the aforementioned Ski Club trip.

We hereby give our consent and authorize the Board of Education of Carroll County and its agents, servants, and/or employees, to consent on our behalf and on behalf of our child to emergency medical care and treatment in the event that we are unable to be notified by reasonable attempts of the need for such emergency medical care and treatment. We understand and agree that we will be responsible for all medical bills and costs that may be incurred as a result of medical care and treatment of our child.

**NOTE:** It is the responsibility of the parent or guardian and not that of school officials, to determine the amount of insurance protection necessary to adequately insure against serious accidental injury. It is further the responsibility of the parent or guardian to make sure that all insurance premiums are timely paid and that there is no lapse in insurance coverage and that their child is adequately insured to protect against the risk of injury inherent in the sport of skiing. The Board of Education of Carroll County is not an insurer and, under no circumstances, will the Board of Education of Carroll County, its members, agents, employees, volunteer chaperones, or insurers be held liable for any injury or death arising out of a child's participation in a Ski Club trip or as a result of inadequate insurance coverage.

CCPS is not responsible for damage or loss of personal property. Personal property is the sole responsibility of the property owner.

Based upon the foregoing, we hereby give our consent for our child to participate in the aforementioned Ski Club trip. We have read this permission form and understand its contents.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## FIELD TRIP BUS SERVICE

The Transportation Services Department has indicated to us your interest in providing field trip bus service from this school during our school year. Listed below are known field trip destinations planned for the forthcoming school year.

	DESTINATION *	LEAVE/RETURN *	TOTAL ESTIMATED TIME	SINGLE BUS QUOTE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**NOTE:** Field trips will be assigned by the lowest quote price per trip. A lottery will be used should quoted prices be identical. Because it is possible that some destinations are not known at this time, please indicate your hourly rate and cost per mile. This office will award such trips on the basis of your quoted rate.

**HOURLY:** \_\_\_\_\_ **COST PER MILE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
**Contractor**



**CARROLL COUNTY PUBLIC SCHOOLS  
AWARD OF BUS BID CONFIRMATION**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

SUBJECT: AWARD OF BUS TRANSPORTATION BID(S)

This communication is to inform you that you have been awarded the bus transportation contract(s) for the following:

DATE	DESTINATION	AMOUNT	DEPARTURE TIME FROM SCHOOL	DEPARTURE TIME FROM SITE	ADDITIONAL DROP-OFFS & PICK-UPS	ARRIVAL TIME AT SCHOOL	SCHOOL CONTACT PERSON	INDIVIDUAL IN CHARGE	LEAD BUS (LOWEST BID)

By previously signing the Field/Athletic/Band Small Procurement Contract, you have agreed to conform to all the provisions of the contract. Thank you for your interest and support of our school.

Sincerely,

\_\_\_\_\_

# Sample Field Trip Checklist

All field trips must be approved by an Administrator. The following checklist/timeline should be used in requesting and preparing for a field trip for the 2024-2025 school year.

## Important things to remember when planning a field trip:

- The deadline for planning a field trip is \_\_\_\_\_.
- Field trips should not be scheduled during the testing windows for your school.
- Please advertise there is no refund for the cost of the bus.
- Students should not contribute more than \$\_\_\_\_\_ to any field trip without prior approval.
- Indicate all stops on the trip including lunch, etc.
- Extracurricular Activities Medical Form must go home with the Field Trip Permission Form.
- Please make sure a Certificate of Insurance is obtained from the field trip venue and provide a copy to the HR-Risk Manager.
- Is the facility ADA compliant?
- If lunch is required for the trip, students who receive free/reduced lunch may receive a bagged lunch from the cafeteria; please contact (Cafeteria Manager) if anyone on the trip is in need of a lunch.

### Step 1:

- Create a Cost Evaluation worksheet or see (Financial Secretary) to determine price of trip.

### Step 2: (30 Days or more prior)

- Submit **completed** Field Trip Request form, Field Trip Permission letter and Field Trip Study Guide to (Principal or A.P.).
- Check the activity calendar and submit approved field trip forms to (Office Staff) for bus procurement.
- Once buses have been secured, the permission slip will be signed by (Principal or A.P.) and all forms will be returned to you.

### Step 3: (14 Days Prior)

- Submit the List of eligible students to (Nurse). This will enable them to begin preparing for any students with health concerns or medications.
- Submit the following to the office:
  - Chaperone List (both school personnel and volunteers attending trip); Ensure that all chaperones are approved by HR.
  - List of eligible students attending field trip.

### Step 4: (7 Days Prior)

- Provide the school staff with a final list of students attending the field trip including departure and return times.
- Check for students that are on free/reduced lunches and inform cafeteria staff.

### Final Step: (Day of Trip)

- See (Nurse) to obtain medication and first aid supplies.
- Take attendance and submit to the main office.
- Leave an emergency contact number and bus numbers with (Office Staff).
- Have a great time!

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Administrator Signature

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Date