

School Field Trip Procedures

Puyallup School District

Introduction

The purpose of these procedures is to help ensure the safety of all students, staff and volunteers, and to help reduce the district's liabilities by effectively eliminating and/or reducing loss exposures and risks.

These procedures supplement the school district's related Policy 2320. Field trip organizers must refer to and comply with all applicable school district board policies.

A "field trip" occurs when students leave school grounds for an educational purpose. It is a student trip for the purpose of **(a)** curriculum-related study (part of the classroom educational experience), **(b)** WIAA interscholastic athletics, co-curricular activities, **(c)** STEM education, or **(d)** part of a school-sponsored club.

A field trip is **school-sponsored** if school or ASB funds pay for the activity, it is part of the educational process, or it is supervised or staffed by school employees.

A field trip is **privately sponsored** if no school funds are used, the school/district is not named in promotional materials, meetings are not held at school*, and the field trip does not occur during school hours.

*Unless following district-adopted rental agreements

Types of field trips include the following:

- Day field trips
- Recurring field trips (same activity on a regular basis, such as a choir or sports games)
- Overnight field trips
- International travel

In addition, some field trips may involve special hazards such as:

- Involving swimming, boating or activities near water
- In remote locations
- Involving animals (farms, zoos, riding animals, etc.)
- Involving outdoor activities

Legal Considerations

Negligence creates potential liability. Negligence is the failure to use a degree of reasonable care as a reasonable precaution under a given circumstance. It is the unintentional **doing** or **not doing** of something which contributes to causing injury to another.

Negligence involves four elements. All four elements must be present to be found negligent in a court of law:

- Duty – an official or reasonable expectation
- Breach of duty – the expectation was not met

- Proximate cause – not meeting that duty caused or exclusively contributed to the accident
- Damages – the accident caused someone to be injured or property to be damaged

A school district (and its employees who are its agents) has certain basic duties to help ensure the safety of all students, staff, and volunteers that are summarized as follows:

- The duty to warn and inform
- The duty to provide proper instruction
- The duty to condition and equip participants properly
- The duty to provide proper supervision
- The duty to provide safe facilities
- The duty to provide safe equipment
- The duty to provide prompt and appropriate post-injury care

When those duties are not fulfilled, the district could be held liable for a student's injury or property damage.

Field trips, excursions, and outdoor activities are a part of student education in many schools. As these events are out of the ordinary, school field trips are an area rife with possibilities for injuries and liability.

Off-site locations expose students to hazards not present in the usual school environment, and staff members can more easily lose control of students. Therefore, additional safeguards must be used for the protection of students.

Description of Field Trip Activities

A full description of the proposed field trip activity includes the following:

✓ School and sponsoring staff member(s)

✓ The educational purpose/benefit of the activity

✓ Detailed information on the activities in which the students will be participating (it answers who, what, when, where, why, and how)

- The date and time of the trip
- Where the trip will be to/from
- Estimated number and ages of students to attend field trip
- Related brochures/information provided
- Any special exposures or any unusual aspects of the trip identified including, but not limited to:
  - swimming, boats, or in/around water
  - remote locations/hiking
  - animals
  - outdoor education
  - air travel
  - motorized activities

- ✓ Means of transportation identified (school bus preferred)
- ✓ Means of providing food identified
- ✓ Means of housing identified (if applicable)
- ✓ Estimated # of chaperones needed, listing any special qualifications for chaperones
- ✓ Estimated costs and funding source(s)
- ✓ A preliminary trip itinerary

  Note: If these activities are the same type of activity occurring several times on a regular basis then one itinerary can be used, however it is important to provide details when circumstances or locations are different
- ✓ Provided alternative(s) to field trip for students not attending
- ✓ Student health related information and medication requirements
- ✓ Any other special student needs

Activities to Avoid

Avoid (or otherwise insure) activities that are traditionally excluded from school district insurance coverage including:

- Air or flight activities, including airplane flying, hang gliding, helicopters, hot air ballooning, parasailing, skydiving and parachuting
- Motorized races and contests (with district owned land motor vehicles), including auto racing, and go-cart racing, demolition contests, stunting, and tractor pulls
- Use of watercraft over 26 feet in length
- White water rafting, canoeing, kayaking, tubing or boat as well as jet-ski or other similar activities

Typical liability coverage exclusions include illegal acts, intentional acts, pollution, non-monetary damages, breach of contract, contractual obligations, air/water/rail travel, and claims brought outside the U.S.

Some activities provide unusual risk to staff and students involved. Within the school district, ask if the curriculum objectives are worth the potential risk of injury to those involved. Activities that the district may want to avoid are:

- Water activities: jet skis, canoeing, kayaking, wind surfing, power boat racing, private swimming pools, swimming in lakes and rivers, scuba diving, snorkeling, surfing,

watercraft activities (except a properly insured commercial passenger boat), water skiing, water slides, water parks

- Amusement park activities: amusement or carnival rides, bungee jumping, dunk tanks, fairground activities, food eating contests, moonwalks, mud or Jell-O wrestling, Wild West shows, mechanical bull riding

- Animal activities: donkey basketball, horse riding, pack animal trips, saddle animals, snake handling, un-caged wild animals, petting zoos

- Athletics not WIAA approved: high-impact aerobics, archery, martial arts, boxing, rugby, powder puff football, snow skiing, snowboarding

- Skating (unless it is a part of an approved PE program): inline roller skating, rollerblading or ice skating at rinks, skateboarding

- Wilderness activities: mountain climbing, rock climbing, spelunking (cave exploring), rappelling, wilderness survival, orienteering and search and rescue

- Other high-risk activities include:

  - Bonfires
  - Model Rocketry
  - Private Parties
  - Fireworks
  - Haunted Houses
  - Violent Arcade Games
  - Using trampolines
  - Using firearms of any type including air guns and paintballing
  - Building Houses, Boats or Cars
  - Snow Tubing
  - Car Washes
  - Glass Blowing
  - Unicycles/Scooters
  - Car Bashes
  - After School Open Gym
  - Student Cooking (except program, CTE related)
  - Offering Home Cooked Food



Adapted from ESD 112

Administrative Approval Process

Field trips provide a valuable educational benefit. However, off-site situations can expose students to hazards that are not present in the normal school environment. As a result, it is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability is minimized.

Principals/administrators should do the following:

- Ensure the field trip organizer considers the various aspects of the field trip and completes all sections of the **School Sponsored Field Trip Preliminary Approval Form 2320F1.**
- Review the preliminary field trip request. If approved have the field trip organizer complete the formal **Request for a Field Trip Form 2320F2.**
- Determine the appropriateness of activities for the students' age(s), skill(s) and behavior level(s).
- Assist the organizer with specific field trip risk identification.
- Ensure school district insurance coverage extends to the field trip location and activities.
- Review and/or sign related contracts.
- Obtain or provide certificates of insurance related to contractual agreements and/or facility use.
- Provide preliminary administrative approval for the field trip.
- Present the trip to the superintendent and/or school board for approval if it involves an overnight stay or requires out-of-country travel.
- Continue to follow up with the field trip organizer to ensure appropriate actions are being taken **(see Field Trip Checklist Form 2320F8).**

Risk Identification and Documentation

Informed consent occurs when a person's agreement to allow something is based on full disclosure of facts needed to make the decision intelligently; i.e. knowledge of risks involved, alternates, etc." Informed consent rests on providing enough information about the activity that a person (or, in the case of a minor, his/her parent/guardian) may exercise his/her judgement by reasonably balancing the probable risks against the probable benefits.

For a parent/guardian to provide an informed consent for his/her child to participate in a field trip, the parent/guardian must be aware of all activities and potential risks involved.

Step 1: Identify and assess risks

- Assess risks associated with the field trip based on the full description of all activities on the itinerary.
- Try to imagine all the things that could go wrong and injure people or damage property.
- Involve the district risk manager/safety officer staff if needed.
- Add this information to the field trip description for parents/guardians.
- Use the identified risks to plan strategies for improving safety on the field trip.

Step 2: Be familiar with facilities and equipment

- Become familiar with the facilities and related equipment that will be used.
- Evaluate the site for potential hazards or special requirements for the field trip (in person preferably) and complete a written evaluation.

Step 3: Determine student medical needs

- Determine specific student medical needs, including allergies, and how to accommodate these needs.
- Determine how to accommodate specific needs of high-risk students throughout all phases of the field trip.

Step 4: Comply with medication procedures

- Contact the building nurse well before the scheduled field trip to conform to school district policy and procedures on administration of oral medications.
- Ensure that the district required medication forms are completed by parents/guardians.
- Take any permission or medical forms on the field trip. Keep on your person for easy reference.

- If any student receives medication, provide a copy of the student's permission form (with medical information) to the person designated to administer the medications.

Supervision and Chaperone Selection

Always ensure supervision of students by an adult. Remember the rule of thumb about supervision - if you can't see the students, you are not supervising them.

Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.

- Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return).

- Determine adequate supervision for overnight stays (how frequently to check the room, etc.).

- Determine how many and what kinds of chaperones are needed throughout the trip.

- Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on an evaluation of each field trip. A higher number of supervisors will be required for more hazardous activities. Be sure to follow school district policy.

- Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).

- There should be a minimum of two adults supervising a field trip. If not specified in school district policy, recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.

- More and/or specifically qualified chaperones/staff may be needed for higher risk activities, overnight stays (gender-specific), activities involving water (lifesaving) or wilderness (survival), out of country travel (speak the language), and those including behaviorally, physically or cognitively challenged students.

- First Aid/CPR trained chaperones/staff are required - at least one chaperone on each field trip should be First Aid/CPR certified.

- If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one certificated staff member is needed.

- For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

- Volunteer chaperones must be at least 21 years old.

- Volunteer chaperones must be district-approved volunteers and have passed a Washington State Patrol fingerprint criminal screening.

- Volunteers must be physically able to monitor students.

- Volunteers who will transport students, must complete district form **2320F4 Volunteer Authorization to Transport Students.**

Transportation

As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms.

Be sure to specify the means of transportation in the **School Sponsored Field Trip Preliminary Approval Form 2320F1, Request for a Field Trip Form 2320F2,** and the **Field Trip Permission to Participate Form 2320F3.**

District school bus: This is the preferred means for transportation for several reasons. It is the safest means of transportation and the easiest way to supervise many students. School bus drivers are trained school employees and using district-owned and operated school buses keeps the money used for transportation in the school district. Request bus transportation through the transportation department's InfoFinder application.

Other district vehicles: For smaller groups, such as small clubs and teams, a school van may be the most cost-effective method of providing school transportation. A van with a rated capacity of 10 or less (one driver and nine passengers) must be used. If the van has a capacity greater than 10, it is considered a "school bus" and must be designed and equipped as such.

The trip organizer or another school district employee should drive the van. As vans are different from cars, driver training related to safely driving and loading the van should be provided by the district.

Charter bus: If school buses are not available, a recognized charter bus service can be used. Be sure to get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

Private vehicle: The use of private vehicles is not recommended. Because of the lack of control over private vehicles, the school district will need to make efforts to ensure the safety of its students while riding in private vehicles. These efforts include:

✓ Careful volunteer driver selection, screening and training

- Volunteers must be at least 21 years old
- Have a valid driver's license
- Are criminally screened and have passed a Washington State Patrol fingerprint criminal screening
- Have completed district form **2320F4 Volunteer Authorization to Transport Students** (this form checks the above and asks for insurance and driving record information)
- Understand that the vehicle's liability insurance is primary

- Have completed district form **2320F7 Guidelines for Volunteer Field Trip Chaperones**
- Are provided all relevant field trip information

✓ Ensure private vehicle insurance

- Private vehicle drivers should provide proof of vehicle insurance with minimum liability limits of $100,000 per person/$300,000 per accident and $50,000 property damage. (Washington law requires limits of at least: $25,000 of bodily injury or death of one person in any one accident; $50,000 of bodily injury or death of any two persons in any one accident; and $10,000 property damage in any one accident.) This information is available on the vehicle's insurance policy and is a part of completing form **2320F4 Volunteer Authorization to Transport Students.**

✓ Vehicle inspection

- The volunteer driver completes form **2320F4 Volunteer Authorization to Transport Students** which asks basic vehicle safety questions. The field trip organizer doublechecks the completed form on the day of the trip.

- If not in a school bus, children less than eight years old must be restrained in a child restraint system, unless the child is 4'9" tall or taller. (For example, a child car seat, booster seat, vest, or other restraint that is federally approved for use in the car.) A child, who is eight years old or older, or 4'9", must be properly restrained either with the vehicle's safety belt or an appropriately fitting child restraint system. Children under 13 years old must be transported in rear seats where it is practical to do so.

✓ Specific parental permission

- When students will be transported by adult volunteer drivers, written parental permission to ride with a designated volunteer driver must be obtained from all students who will ride with the volunteer drivers.

- If students will drive themselves, the student's parent/guardian must give specific written permission.

- If students will drive other students (which is strongly discouraged), volunteer driver requirements and vehicle insurance and inspection (as above) must be followed. Specific written parental permission from both the driver's and the rider's parents/guardians must be obtained.

✓ Parent provided transportation

- A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.

- The Field Trip Transportation Release Form (see sample forms) or parent note may be used for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce

liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

- ✓ Walking

  - Determine the safest route to/from the school and the place(s) to be visited. When determining a safe route, consider the time of day, lighting, sidewalks, weather conditions, intersections, traffic, neighborhood, and any other factors that could affect student safety. Increased supervision may need to be provided to keep all students in sight of an adult supervisor.

- ✓ Air transportation

  - Commercial airlines are often used when travelling long distances. Any air travel other than by commercial airline should be approved by the district's Risk Manager/Safety Officer. Remember that air travel is traditionally excluded from school district insurance coverage. The flyer may want to purchase additional insurance.

- ✓ Water transportation

  - Transportation on/over water can be provided by boat, ferry, raft, canoe, or kayak, among other means. Water travel using motorized or non-motorized watercraft over 26 feet in length is traditionally excluded from school district insurance coverage. Ensure that the company that owns/operates the water vessel has adequate liability insurance, and if possible, have the company add the school district as an additional insured. If the vessel is owned and operated by the State of Washington, such as a State Ferry, proof of insurance is not required.

- ✓ Other means of transportation

  - City bus - Requires closer student supervision and designated money handling procedures

  - Train – Railroad liability would be carried by the railroad and not a part of school district insurance coverage

  - Bicycling – Ensure students are trained and properly equipped. Participants must wear safety helmets. When bicycling, have a plan in case bicycles break down and can no longer be ridden. Ensure adequate supervision of all students.

Providing Food on Field Trips

Be sure to specify how food and drink will be provided on your field trip itinerary and permission slip.

If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:

- Brought from home by the students--For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.

- Provided by the school and taken on the trip--Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.

- Provided by the facility the group is visiting or cooked by the group at the facility--Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.

- Provided by stopping at restaurants--If the plan is to stop in route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight Field Trips - Housing

- ✓ Arrangements--Prior to the trip, arrange sleeping accommodations for the students and chaperones. Make sure chaperones and room assignments are gender- specific, and roommates are close in age.

- ✓ Supervision--Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students always have supervision while on a school sponsored field trip. If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.

- ✓ Inspection--If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.

- ✓ Providing information to parents/guardians--Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the **School Sponsored Field Trip Preliminary Approval Form 2320F1,**

Request for a Field Trip Form 2320F2, and the **Field Trip Permission to Participate Form 2320F3.**

Parental Information and Consent

✓ Inform parents in writing about planned field trip activities, hazards and risks. (See the Sample Field Trip Description with Itinerary.) Provide a way that parents can ask questions about the trip.

For more involved field trips such as out of country or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Keep records of dates of meetings, number in attendance, and handouts/information given.

Discuss applicable information regarding the proposed trip, including the following:

- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones
- Proposed travel arrangements
- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition on drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country

✓ District policies apply--Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

✓ Related/required documents--Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip.

Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)

- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment on the **Field Trip Permission to Participate Form 2320F3.**

✓ Repeated similar activities--A single permission form can be used for the same activity occurring several times on regular basis (such as a choir performing at various locations) if the field trip itinerary lists the details of the different events (locations, dates, times, means of transportation, etc.).

Student Preparation and Chaperone Training

✓ Pre-trip training for both students and chaperones

Provide a pre-trip orientation for the students and chaperones that might include the following topics:

- Behavior expectations, including the fact that school behavior and discipline rules apply on field trips
- Activities the students will be participating in
- Acceptable areas for the student to enter at the facility
- Special hazards that have been identified
- An itinerary of the trip
- A general map of the area
- The importance of washing hands after activities (especially if handling toxic substances or petting animals)
- The importance of staying with the group
- What to do if separated from the group
- Procedures for walking in high traffic areas
- Use of the buddy system
- Other related information

✓ Clothing and equipment

Provide special clothing or equipment if needed. If the district does not provide it, notify the parent/guardian of the student in advance that they will be responsible for providing the required clothing or equipment needed for the trip. Check each participant for proper clothing and equipment on the day of the trip to ensure it is provided.

✓ Valuables and money

Arrange for security of people and possessions (if needed) or encourage students not to bring valuables.

✓ Student accident insurance

Medical insurance or student accident insurance is recommended for every student. The school district may choose to purchase student accident insurance, which includes field trips.

Chaperone Responsibilities and Training

The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Provide general guidelines and behavior expectations for chaperones (**2320F7 Guidelines for Volunteer Field Trip Chaperones)**

Proper supervision has four basic components:

- Presence and attentiveness
    - Keeping students easily in sight (If one of the chaperones cannot see the students, the students are not being properly supervised)
    - Not becoming distracted from duties
    - Being physically able to participate in the activity as needed
- Student behavior monitoring and intervention
    - Being knowledgeable of and consistently enforcing school rules and policies
    - Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
    - Taking appropriate action when rules are not followed, or a student is in danger
- Hazard surveillance and intervention
    - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
    - Checking the areas visited, and appropriately addressing hazards
- Responding appropriately to emergencies
    - Handling emergencies that occur properly to reduce potential injury and damage with a readily accessible CPR/First Aid certified staff member
- Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Field Trips Emergencies

Emergencies can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

✓ Actions to take when an accident occurs, and a student is hurt

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student
- Summon professional medical attention
- Report the accident to the school staff member
- Administer first aid as trained
- Make sure the injured child is always attended by an adult
- Contact the school administrator and parents/guardians as soon as possible
- Do not discuss who will pay for medical care and do not admit liability
- Complete an accident report

Be sure to follow school district policies and procedures!

✓ Emergency communication

- Provide a method for communication (such as a cell phone) in the event of an emergency and have an alternate method if the primary means doesn't work.

- Provide phone numbers for field trip staff to use to contact a school administrator on a 24-hour basis in an emergency. Contact a school administrator promptly in the event of an unusual incident and any student injury. Allow the school administrator to contact parents/guardians in serious situations.

✓ First aid trained chaperones

- At least one staff member or chaperone should be certified in First Aid and cardiopulmonary resuscitation (CPR). If the students will be separated, more than one chaperone may need to be certified in First Aid/CPR.

✓ Emergency equipment and trained staff--Take a first aid kit and other emergency and lifesaving equipment/tools on the trip

- Provide lifesaving equipment, such as an extension pole, ring buoy with line, blankets and whistle, for events occurring near water or involving swimming or boating. Provide at least one certified lifeguard for water events.

- If the trip involves hiking, be prepared for unfamiliar surroundings and situations. Staff should bring along the ten hiking essentials: extra clothing, extra food, first aid kit, sunglasses, cutting implement, fire starter, matches, flashlight, map, and compass/GPS. Other supplies may include extra water, nylon cord, and a multipurpose tool.

✓ Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school

✓ Distribution of medications--At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled.

Field Trips Near Water or Involving Swimming and Boating

✓ Specially trained supervision

- For field trips involving swimming activities, the activity should be under the direct supervision of a certified lifeguard.
- For boating activities involving canoeing, kayaking, rowing, sailing and power craft, the activity should be under the direct supervision of an instructor trained in the craft type being used. The field trip organizer should be familiar with existing water conditions and the route traveled.

✓ Special equipment

- For water-related activities, provide lifesaving equipment such as extension poles, ring buoy with line, blankets and whistles.
- Students involved in boating activities must wear Coast Guard Approved Lifejackets or Type I Approved Personal Floatation Devices. These will always be worn in a properly fastened manner during the activity.
- Each type of craft shall have the emergency and safety equipment required by the authority having jurisdiction. This may include: fire extinguisher; horn, whistle or bell; anchor; navigation lights; craft registration, number and decals; visual distress signal.

✓ Limited insurance coverage

- Be aware that when students are in a boat, no liability insurance coverage is provided for the school district on vessels 26 feet in length and over.
- Ensure that the owner/operator of the boat has appropriate and adequate coverage and request certificates of insurance prior to using his/her services.

Field Trips in Remote Locations or Hiking

For field trips in remote or wilderness areas, be prepared for unfamiliar surroundings and emergency situations. If possible, the field trip organizer should review the map of the trail, hike the trail in
advance, and evaluate all emergency procedures before the trip. Obtain the proper permits for hiking.

- ✓ Specially trained supervision
    - For field trips in remote locations, the activity should be under the direct supervision of a person with wilderness survival experience.
- ✓ Special equipment
    - Make sure participants have appropriate clothing, such as sturdy shoes and a jacket, for the field trip.
    - Staff and students should bring these essential pieces of equipment: extra clothing, food and water, first aid kit, sunglasses, multi-tool or “Swiss Army” knife, fire starter, matches, flashlight, map, and compass. (For safety reasons, you may want the chaperones to carry the knives and matches.)
    - The group may also choose to bring along the following items: water treatment capsules, toilet paper, sunscreen, insect repellent, ground insulation, space blankets, tube tent, whistles, GPS and cell phone. Medical supplies may include a snakebite kit.
- ✓ Emergency communications for remote locations
    - Ensure chaperones are aware of the nearest accessible medical station and telephone service and have appropriate emergency phone numbers in their possession.
    - Ensure that the local area authorities, such as forestry or park officials, have been informed about the field trip and location or route used.
- ✓ Staying together, and what to do when lost
    - All participants must know safety and emergency procedures and what to do if they become separated from the group.
    - Students use the buddy system.
    - All participants will have a whistle, compass and map on their person, and are instructed in their use should they become lost.

Field Trips Involving Animals

Field trips can sometimes include animals if the field trip involves visiting farms, zoos, or riding animals.

- ✓ Possible injuries--Kicked, stomped on, walked on, bitten, crushed, stampeded, pecked, thrown off, rammed, or gored.

- ✓ Safety rules and practices--Go over specific safety rules of being around animals. Teach students that animals are sometimes unpredictable.

Safety rules include:

- Keep calm around animals
- Learn how to approach animals so you don't startle them
- Do not touch an animal unless instructed how and where
- Maintain a way out in case the animal acts up
- Do not put your hands in cages
- Do not feed animals directly with your hands.

- ✓ Other guidelines

- Follow instructions of the animal owners/handlers
- Supervise students closely around animals
- Have students wash their hands after touching the animals
- Do not go near poisonous animals



Adapted from ESD 112

Outdoor Education Field Trips

Outdoor education is a part of experiential education or "learning by doing," and can involve activities such as high and low ropes courses, rock climbing, white water rafting, canoeing, cross country skiing, caving, camping and nature photography. Schools usually choose an outdoor education program that is sponsored by a facility or company outside the school district. Involve the district's risk manager/safety officer for outdoor education experiences.

- ✓ Risk information and insurance

    - Obtain information on the risks and dangers of the activities and the student's expected responsibilities.

    - Include this information in all communications and required forms.

    - All contracted outdoor education programs must carry liability insurance.

    - Ensure that the program's hold harmless clause does not ask for a complete release of liability, which extinguishes the parent and student rights in the event of the program's negligence. The district's insurance cooperative will review hold harmless clauses upon request.

- ✓ An outdoor education program should follow standard safety practices that include the following:

    - Program safety policy and specific safety guidelines applicable to both staff and participants
    - Safety management plan for activities
    - Emergency communication and procedure
    - Accident reporting and recordkeeping
    - Accident response kit, including a first aid kit available for all activities
    - Equipment inspection and preventative maintenance program
    - Qualified staff with current training
    - Adequate supervision (a minimum of two staff members is recommended for a group activity)

International Travel--Foreign Field Trips

These guidelines are in addition to the district's usual field trip procedures; many of the previously mentioned procedures also apply to extended and foreign field trips.

- ✓ School board approval

    - Obtain approval from the school board before talking to students and parents about the proposed trip.

    - Have the school board formally approve proposed plans for student travel out of the country.

- Discuss the proposed plan with the parents/guardians of the students participating, either in writing or verbally through group meetings.

- Keep records of the dates of these meetings, the number of parents in attendance, and any handouts/information.

- Provide parents/guardians and students with a planned itinerary for the trip, including at least the following information: departure time, place, major events/activities, travel arrangements, planned stops, time for return, and place for return.

✓ Use of outside sponsoring groups--District sponsored out of country field trips can be handled with or without outside organizations providing travel, housing and curriculum plans and insurance protection.

If the district decides to use an outside company to sponsor the foreign field trip, screen the tour company for the following:

- Reputation
  - Ask the tour company about their safety record
  - Call other school references that have used the tour company

- Liability insurance
  - At least $1 million limits liability insurance (minimum coverage) from reputable insurance company
  - International coverage (at least countries being visited)
  - No impairment of aggregate limit (no recent large losses)

- Protection for the district
  - Names district as additional insured on liability policy
  - Indemnification (hold harmless) provision in contract protects district

Note: The district's general liability insurance covers claims for damages or suits brought in the U.S.A. (including its territories) and Canada only.

- Tour company screens vendors (subcontracted tours, hotels, land transportation, agencies) they use:
  - For current evidence of liability insurance, at least $1 million limits
  - For good safety record (loss history)
  - For good performance

- Has written emergency procedures in place for all aspects of the tour

In both informational meetings with students and parents and in written materials, provide details of the trip, including locations to be visited, major activities including tours, travel arrangements, housing/sleeping arrangements, eating arrangements, suggested clothing and equipment, and insurance protection. Clearly outline the activities that the district is controlling and those provided by the tour company. Be careful what types of representations the district is making.

When the district makes the choice to include an outside sponsoring organization (i.e., Foreign Exchange Programs), many of the risks and liabilities are transferred to that organization. As the

sponsoring organization has experience in the preparation, planning and participating in out-of-country activities, it is versed in the potential "pitfalls" that can result in potential injuries, accidents, and travel delays and discomforts. It should have secured protection from such risks by purchasing insurance to provide protection for the activity and students. It should have developed screening programs for host families, housing, and travel and for agencies that it has contract with for other services. It may have connections that provide valuable assistance in making the foreign trip an enjoyable experience.

If district staff chooses to make the plans without the use of an outside agency, it is important to carefully plan. Consult the school board policy to assure compliance.

✓ Information about foreign countries

- Provide information about traveling in a foreign country.
- Discuss potential safety risks of the country being visited with the students, parents/guardians and chaperones prior to departure.
- Ensure that students and chaperones have the proper immunizations, identification (passports, visas, etc.), and knowledge of laws specific to the country regarding drugs and prescription medication.
- Review information from the U.S. Department of State International Travel website for tips on traveling abroad, requirements for U.S. citizens, and for travel warnings.
- Consult with the local Consulate office of the foreign country for specific requirements of visitors to that country.
- Advise non-US citizens to determine their immigration status before entering a foreign country and to take appropriate credentials with them. Advise all other students to take appropriate identification.

✓ Land transportation

- Prior to taking a vehicle to a foreign country, or renting a vehicle, obtain information related to automobile insurance requirements and plan to purchase proper automobile coverage.
- The district should purchase full coverage, including physical damage (comprehensive and collision coverage), for any vehicle that it assumes responsibility for through a rental agreement.
- Identify designated drivers. Obtain Motor Vehicle Reports on all designated drivers, prior to the trip to ascertain if designated drivers have good driving records.
- Never allow students to drive motorized vehicles during a trip or to ride with an unauthorized individual.
- Know the foreign country's driving rules.

- All occupants in vehicle must use seatbelts. Vans with seating capacity in excess of nine passengers, plus driver are not to be used to transport students.

- Decide if charter carriers are to be used, and if so, confirm they have at least $1 million in liability insurance coverage.

✓ Air transportation

- Make travel arrangements in accordance with established district procedures.

- Purchase trip cancellation insurance coverage if the trip is not planned by an outside organization. If the trip is planned with the use of an organization, confirm it provides coverage for trip cancellation.

✓ Housing

- Housing of students in private homes will be approved ONLY if organized and sponsored by a host organization. Otherwise, the cost of housing must be obtained.

- Determine room arrangements for students and chaperones.

- Make sure chaperones and room divisions are gender specific.

- Housing information, including name, address and telephone number(s) of the proposed housing unit(s) must be communicated to both parents and students.

- It is advisable that pre-inspection of the proposed housing be made, prior to deciding to use the facility. In lieu of pre-inspection, recommendation from an approved travel agency, the Automobile Club or other school that has used the facilities is advised.

✓ Insurance outside of the U.S.

- For students

    - Student accident insurance companies can provide coverage for medical insurance claims that happen outside the United States. This is secondary coverage; however, it is advisable.

- For staff

    - Workers' compensation covers employees injured in the course of employment in most countries in the world. However, some medical providers may need to be paid for services at time of rendering.

- For the district

    - Check with the district's insurance cooperative for liability coverage outside of the United States; coverage may extend for claims presented in courts in Puerto Rico and Canada.

- Purchase International Travel Liability Insurance to insure protection if a third party is harmed or alleged to be harmed and suit is brought in a foreign country.

- Consider other insurance
  - Baggage and property insurance
  - Tour Cancellation and Interruption Insurance

✓ Informational meetings for students and parents/guardians-- Keep records of dates of meetings, number in attendance, and handouts/information given.

- Pertinent information regarding the proposed trip must be discussed with parents and they must be allowed to state their opinions individually.

- Informational meetings should include details of the trip including:

  - A detailed itinerary
  - Travel and housing arrangements
  - Suggested clothing and equipment
  - Emergency procedures
  - Budget and fundraising activities
  - Rules of conduct
  - Arrangements for chaperones
  - Advisor/chaperone responsibilities
  - Potential safety risks
  - Permission requirements
  - Insurance protection
  - Medication procedures

- Provide information related to travel in a foreign country such as:

  - Required immunizations
  - Passport procurement
  - Required personal identification
  - Laws specific to that country regarding drugs and prescription medications
  - Travel Warnings issued to describe long-term, protracted conditions that make a country dangerous or unstable
  - Advise aliens, including exchange students, to determine their immigration status before entering a foreign country and to take appropriate credentials with them

SCHOOL FIELD TRIP PROCEDURES: RELATED FORMS

Following is a list of, and brief descriptions of, the forms that are part of these procedures:

1. School Sponsored Field Trip Preliminary Approval Form, 2320F1

This two-page form, to be completed by the field trip organizer, provides enough information so the principal can give preliminary approval for the field trip

2. Request for Field Trip, Form 2320F2

This form is used to request approval for all field trips including day trips, overnight, and international travel.

3. Field Trip Permission to Participate, Form 2320F3

This form combines the basic field trip information, medical/emergency information, and informed consent, so there is only one two-page form that parents/guardians need sign for to give permission for their children to participate in the field trip.

4. Volunteer Authorization to Transport Students, Form 2320F4

This form includes expectations, driving record reporting, and insurance requirements for volunteers who drive their own vehicles on field trips.

5. Staff Request for Authorization to Transport Students, Form 2320F5

This form includes staff expectations, driving record reporting, and insurance requirements for staff transporting students.

6. Field Trip Requirements/Timelines, Form 2320F6

This document identifies the forms needed and the required timelines for planning field trips/travel.

7. Guidelines for Volunteer Field Trip Chaperones, Form 2320F7

This two-page document provide some general guidelines for chaperones and a place for the chaperone to provide emergency contact information.

8. Field Trip Checklist, Form 2320F8

This three-page form guides the field trip organizer through the steps of arranging a field trip to help ensure that everything is completed in a timely manner.

Supplemental and Sample Forms

A. Field Trip Description and Itinerary Form

This form helps field trip organizers fully describe the field trip. Included is a *Sample Field Trip Description with Itinerary* so the organizer has an example of a fully completed form.

B. Field Trip Student Roster Form

This form can be used for attendance purposes. Once completed, the form can also be sent to the school nurse so she/he can advise the field trip leader of any student health issues.

C. Field Trip Release Form

This form is used if the student's parent/guardian is transporting the student to and/or from the field trip or sporting event.



FIELD TRIP DESCRIPTION AND ITINERARY FORM

Date and times of trip:

Departure Date: _____Return Date: _____

Departure Time: _____Return Time: _____

Description of activities:

_____

_____

_____

_____

_____

_____

_____

Number of students and adult supervisors:

Max. # students: _____ Min. # chaperones: _____

Transportation:
Provided by: _____

Food/drinks/snacks:
Provided by: _____

Where they will eat: _____

Housing:

_____

_____

_____

FIELD TRIP DESCRIPTION AND ITINERARY FORM

Student "what to bring" list:

_____

_____

_____

_____

_____

_____

_____

Appropriate dress:

_____

_____

_____

_____

Supplies and equipment for staff to bring:

_ Cell phone, First Aid Kit, _____

_____

_____

_____

_____

_____

_____

_____

_____

FIELD TRIP DESCRIPTION AND ITINERARY FORM

Hazard assessment:
Potential hazards:

_____

_____

_____

_____

Emergency contact person at school during these activities:

Name & Title: _____

Phone number: _____

24-hour contact:
Name & Title: _____

Phone number: _____

Itinerary:

Estimated times	Activities
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SAMPLE FIELD TRIP DESCRIPTION WITH ITINERARY

Date and times of trip: Friday, May 31, 2009

Leave school at 8:30 a.m. Return to school by 3:30 p.m.

Description of activities:
Third grade day trip to Sandy Beach to study specific beach sea life (part of science curriculum)

Number of students and adult supervisors:
Maximum of 60 students, with a minimum 12 chaperones and 1 certificated staff member
Note: One chaperone needs to be first aid trained, and one needs to have certified water rescue skills

Transportation: By school bus

Food: Students to bring their own bag lunches

Housing: N/A

Student "what to bring" list: Non-refrigerated lunch and drink, Clothes for beach walking, including footwear for wading, Towel, Sunscreen (if needed)

Appropriate dress: Clothing appropriate for weather (warm clothes in case of cold weather or rain)

Supplies and equipment for staff to bring: Cell phone, First aid kit, Plastic bags to put collected beach life in, Blankets for the beach, Water rescue equipment, Non-water hand cleaner, Beach toys (balls, frisbee, etc.)

Hazard assessment:

Potential hazards: slips, trip and falls, disease, bites or poisoning from animals or fish, sand in the eye, shells, wood or other debris causing cuts or splinters, sunburns, hypothermia, drowning, getting lost or separated from the group, getting caught in high tide, sudden inclement weather

Emergency contact person at school during these activities:

Penelope Potts, Secretary, Good Times Elementary School
Phone #: (360) 555-5555
24-hour contact: N/A

SAMPLE FIELD TRIP DESCRIPTION WITH ITINERARY

Itinerary:

Estimated times	Activities
8:00 am	Meet at school, review of rules, double check: chaperones, supplies, permission slips, lunches, clothing
8:15 am	Board school buses (2), stow lunches, take roll call
8:30 am	Leave for Sandy Beach
10:00 am	Arrive at beach parking area, rest stop at beach entrance (leave lunches on bus)
10:15 am	Take roll call, split into six teams of not more than 10 students each with two chaperones per team, and walk to designed area on the beach (not more than 1/2 mile from the parking area)
10:45 am	Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and carefully place it in plastic bags provided by the chaperones
11:30 am	Return to parking area, take roll call, wash hands at rest stop, get lunches from bus
11:45 am	Spread blankets and eat lunch on beach; when lunch completed, supervised free time on beach for students (in limited area)
12:15 pm	Take roll call and break into teams again, walk to second area on beach
12:45 pm	Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and carefully place it in plastic bags provided by the chaperones
1:30 pm	Return to bus parking area, wash hands in restrooms, board buses, take roll call
1:45 pm	Leave Sandy Beach for school
3:00 pm	Arrive at school
3:15 pm	Return to classroom
3:30 pm	Go home via normal transportation

FIELD TRIP STUDENT ROSTER FORM

DATE OF TRIP: _____ RETURN DATE: _____

LOCATION: _____ SCHOOL/CLASS: _____

TIME OF DEPARTURE: _____ TIME OF RETURN: _____

1. _____ 17. _____
2. _____ 18. _____
3. _____ 19. _____
4. _____ 20. _____
5. _____ 21. _____
6. _____ 22. _____
7. _____ 23. _____
8. _____ 24. _____
9. _____ 25. _____
10. _____ 26. _____
11. _____ 27. _____
12. _____ 28. _____
13. _____ 30. _____
14. _____ 29. _____
15. _____ 30. _____
16. _____ 31. _____

* Be sure to give a copy of the roster to office staff in case of emergency

Adapted from ESD 112

FIELD TRIP TRANSPORTATION RELEASE

I, _____ hereby accept
(Parent's name)

son/daughter _____ into my care.
(Child's name)

This releases the Puyallup School District from any duty or liability with respect to the

transportation of my son/daughter to and/or from the today's field trip/travel.

Date of Field Trip: _____

Initial one or both:

_____ I will transport my student **to** the field trip.

_____ I will transport my student **from the field trip.**

_____

Parent/Guardian Signature Date

Note: It is recommended that all students be transported via school/site arrangements. It is the principal's discretion whether to allow students to be transported via another means of transportation. If the student is transported via means other than arranged by the school, the parent releases the School District from any and all liability that may arise as a result of this alternate means of transportation.