



Overnight Travel Planning Checklist

Please contact School Leadership (303-982-6611) or Risk Management (303-982-2332) with questions.

AS FAR IN ADVANCE AS POSSIBLE:

- ☐ Schedule trip dates. Be sure to check Jeffco calendars for assessment dates, holidays, etc.
- ☐ Review the [Travel Guidelines](#).
- ☐ **Non-School Sponsored Travel:** A non-school sponsored trip means that the school and Jeffco Public Schools are not involved in any way. The individual sponsor(s) and/or third party organizer (EF Tours, for example) are solely responsible for all liability and risks involved. The sponsor should not be using time or resources tied to their employment at Jeffco to plan, organize, or advertise the trip. In addition, payments will not flow through the school and other departments (health services, discipline, risk management) will not be consulting or supporting the travel. If an employee decides that they are going to lead non-school sponsored travel, they should consult with their principal and community superintendent to be sure all risks and liability are clear. IF the employee chooses to move forward with non-school sponsored travel, there are only two forms required: [Educator Sign-Off](#) and [Guardian Letter](#). The Educator Sign-Off will be sent to the school leadership office. The Guardian Letter will be sent to all families interested and held at the school.
- ☐ Complete Jeffco travel forms: [Request for Approval](#) / [Student Responsibility/Transportation Authorization](#) (if applicable) / [Overnight Travel Agreement/Chaperone Contract](#). Sign as the trip sponsor, fill in all the blanks - destination, dates, trip name, etc., then get a principal's signature. Be specific with your trip details. Turn this packet into the Main Office. The office will receive notification when the trip has been approved. Please do not hold a parent meeting, collect money, or send any forms home until you have received approval from the district.
- ☐ Main office will email the following to the School Leadership office: Request for Approval, Itinerary, List of participants, Chaperone Contract (only if there are chaperones).
- ☐ Complete the [Approval for High Risk Events and Activities](#) form. Attach the itinerary and list of participants to the form. Additional documents may be necessary depending on answers provided about the structure of the activity.
- ☐ Once approval is received, please make sure to communicate with your Financial Secretary in regards to trip fees that may need to be added to the student record. Also, if there are any deposits or payments that need to be paid, this may need to be done through a Purchase Order. Please review the [Travel Quick Reference Chart](#).
- ☐ Review [Field Trip Coordinator Checklist for Extended Trips](#) and [Parent Checklist for Extended Field Trips](#). These are medication guidelines provided by health services.

- ☐ Schedule and complete CPR/First Aid class if needed. This can be done at the district through ESS. One staff person who is CPR/First Aid certified is required for all trips. There are specific orders around first aid that will be given to the trip sponsor so that they have clear guidelines for administration.
- ☐ There are standing orders for 3 over the counter medications: Benadryl, Acetaminophen, & Ibuprofen. The school can purchase these to be taken on the trip if the parent signs permission.
- ☐ Trip sponsors or teacher(s) need to be trained and delegated on any procedures for medications that will be going with each student. This can take time depending on the situation, so schedule time with your district RN as soon as possible.
- ☐ Calculate the cost of the trip using the [Trip Estimated Budget Form](#): transportation either buses (see [Field Trip Calculator](#)), rental vehicles, or parent drivers, food (approx. \$7-10/day pp), activity fees, equipment rental, entrance fees, tips, travel insurance, etc. Don't forget to include chaperones and only divide the total cost by the number of students (assuming sponsors and chaperones are not paying). Be very clear with your chaperones as to what they are expected to pay (nothing? activity fees only? food and lodging? transportation?); this is very important to your budget! Please work closely with your school Financial Secretary.
- ☐ Create a parent letter that includes itinerary, dates, times, locations, cost, names of all sponsors and chaperones, emergency procedures, phone numbers, etc.
- ☐ How far will you be from medical care? If over (1) hour, please consult with Health Services regarding possible additional procedures.
- ☐ Decide on transportation (buses, mini-buses, rental vehicles, or private vehicles). Buses must be scheduled through the main office. Mini-buses or other school owned or leased vehicles driven by school employees require the driver to have completed School Vehicle Operator training through the district's Transportation Training department. Private vehicle transportation requires completion of the [Transportation Authorization Form](#) by all drivers and passengers.
- ☐ Secure rental vehicles if needed. When reserving, select and pay for the Per-Day Liability Coverage for the Vehicle.
- ☐ Arrange for drivers and/or chaperones. All chaperones and drivers must complete the forms listed below. All chaperones should have a background check. [See options for background checks here](#).
- ☐ Schedule a **Parent Meeting** & notify parents. Let parents know this meeting is mandatory.
- ☐ Create **Student Packet:**
 - ☐ Parent letter, itinerary, packing list
 - ☐ [Overnight Travel Agreement](#)
 - ☐ [Student Responsibility/Transportation Authorization](#) (if applicable)
 - ☐ [Student Assumption of Risk and Waiver](#) (if requested by Risk Management)
 - ☐ Extended Field Trip Medication Form [Elementary](#) or [Secondary](#)
 - ☐ [Parent Checklist for Extended Field Trips](#) (parent resource regarding medications)
- ☐ **Chaperone Packet:**
 - ☐ [Volunteer Disclosure Form](#)
 - ☐ [Volunteer Assumption of Risk and Waiver](#)
 - ☐ [Chaperone Contract](#)

- ☐ **Driver Packet:**
 - ☐ [Transportation Authorization](#)
 - ☐ [Affirmation Concerning Motor Vehicle Record](#)
 - ☐ Each driver (staff and chaperones) must provide a new affirmation for each year, as this information could change.
 - ☐ [Volunteer Assumption of Risk and Waiver](#)
- ☐ Hold the **Parent Meeting**. Ideally, your district nurse will attend as well. Be sure to include the following:
 - ☐ Create a [Parent Meeting Sign In Sheet](#) for your meeting.
 - ☐ Review the Parent Letter (itinerary, dates, locations, emergency procedures, etc)
 - ☐ Review [Travel Guidelines](#)
 - ☐ Distribute and review all trip forms (packets above) for parents to sign and return (have them complete and return at the meeting)
 - ☐ Collect copies of student health insurance cards, explain that Travel Insurance/Tripster is accident coverage (\$1/day, mandatory for any student or participant for whom we do not have proof of health insurance)
 - ☐ Collect copies of passports (international travel only). Inform parents of the plan for holding passports (ideally sponsors will hold onto all passports and students will keep a paper copy or electronic copy on their phone). It is highly recommended that all sponsors have passport copies.
 - ☐ Review itinerary, cost and packing list
 - ☐ Discuss potential risks & safety procedures
 - ☐ Explain medication guidelines & forms
 - ☐ Review [Parent Checklist for Extended Field Trips](#) and see if there are questions
 - ☐ Make clear what the plan is for a child who needs to leave the trip early for any reason (illness, homesickness, discipline, etc.) and responsibility for cost and transportation arrangements
 - ☐ Have a plan for pick up day (what if you are late?) and emergency communication with the main office
- ☐ Follow up with direct contact to all parents who did not attend the parent meeting and document on the sign in sheet that you reviewed everything above via email or phone.
- ☐ Complete, scan, and email [Request for Travel Insurance](#) (Tripster) form and attachments to Risk Management for those students/participants without proof of health insurance. For international travel, all participants should be listed, regardless of insurance status.
- ☐ Plan for payment of lodging, activities, entrance fees, transportation, etc.
- ☐ If a trip requires use of a GPS or satellite phone due to the remote location, you can reserve equipment through Risk Management. [Review information here.](#)

AT LEAST TWO WEEKS PRIOR:

- ☐ Notify anyone who may have contact with your class: specials, special education, electives, etc.
- ☐ Arrange for coverage of other duties (electives, recess).
- ☐ Check each permission slip for complete information, signatures, insurance coverage, health concerns, and medications.
- ☐ Check in with the Health Office regarding any medical concerns/medications needed. Any child with a medical issue should be in a car/group with a trip sponsor at all times.
- ☐ Request First Aid kits from the Health Office. One kit per vehicle is ideal. Consider what supplies you might need for your particular activities.
- ☐ Review potential risks/hazards with the students and discuss procedures for dealing with accidents/First Aid.
- ☐ Complete [Accommodations Form](#) (turn into the main office).
- ☐ Schedule meeting with the principal and trip leader(s) to discuss any potential safety/behavior/medical concerns and make a plan for minimizing risks. Agree upon what your check-in plan will be: calling the office every day, texting the principal every day, etc.
- ☐ Check that all sponsors and chaperones have contact information on file in the main office.
- ☐ Make sure you have copies of the Infinite Campus Summary for all students on your trip. Check Infinite Campus permissions for photographing students during the trip.

AT LEAST ONE WEEK PRIOR:

- ☐ Turn in all completed permission packets to the Main Office.
- ☐ Create folders for each driver which includes (for each passenger) Jeffco Connect Summary, health insurance card, medication forms/emergency medications. Students with medications must ride with a Jeffco staff member (not with volunteer drivers/chaperones). Also include maps/directions and other necessary information for any of your destinations (confirmation letters, waivers), phone numbers of all adults on the trip, as well as school emergency numbers.
- ☐ Confirm all transportation, lodging and activity reservations.
- ☐ Be sure to have an [Extended Field Trip Medication Administration Log](#) printed for each student..
- ☐ **If** there are changes to the list of attendees needing travel insurance, send an updated list to Risk Management.

IMMEDIATELY BEFORE LEAVING:

- ☐ Let the office know when you are leaving and confirm names of all students and adults.
- ☐ Check/consider travel/weather conditions for your route & destination.
- ☐ Meet with students and chaperones to review expectations for travel as well as arrival.
- ☐ Lastly, have your principal meet with the group to remind them that they are representing your school/district/team/state in every interaction they have with the public, and to wish them happy travels.
- ☐ Be safe and have a wonderful trip!

DURING TRIP:

- ☐ Infinite Campus Summary, insurance cards and emergency medications must be kept with the child at all times. If the group splits up for different activities, make sure the adult chaperone has these items with them for all children in their group. Please be sure that chaperones are careful and keep personal identifiable information confidential. If a student has any controlled substances, these will need to be kept in a locked container or backpack of some kind.
- ☐ Check-in as agreed upon with your principal.
- ☐ Be sure to contact the school immediately to report any medical issues, ER visits, police contact, car accidents, serious behavior issues, or other losses.

UPON RETURN:

- ☐ Let the Main Office know you have returned. Let the office know asap if you will be late, as they will need to get a message to parents right away.
- ☐ Return medications/forms and First Aid kits to the health office.
- ☐ Return all forms, confidential information, etc to the main office.
- ☐ Bring all itemized receipts to the Financial Secretary.
- ☐ Meet with the principal to reflect on successes/challenges, and suggestions for future travel.

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