



**PLEASANT VALLEY
SCHOOL DISTRICT
SCHOOL SPONSORED
TRIPS
POLICIES AND
PROCEDURES**

Office of Student Services

805-389-2100 ext.1104



PVSD SCHOOL SPONSORED TRIP PHILOSOPHY

Pleasant Valley School District recognizes that school-sponsored trips are important components of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips include any trip or excursions made in conjunction with courses of instruction or school-related social, educational, cultural, athletic, school band activities or other extracurricular or co-curricular activities. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The District believes that careful planning can greatly enhance the value and safety of such trips. The purpose of such trips is to enhance the curricular or extracurricular program of the schools and must involve education values consistent with the aims of the school program and the age level involved.

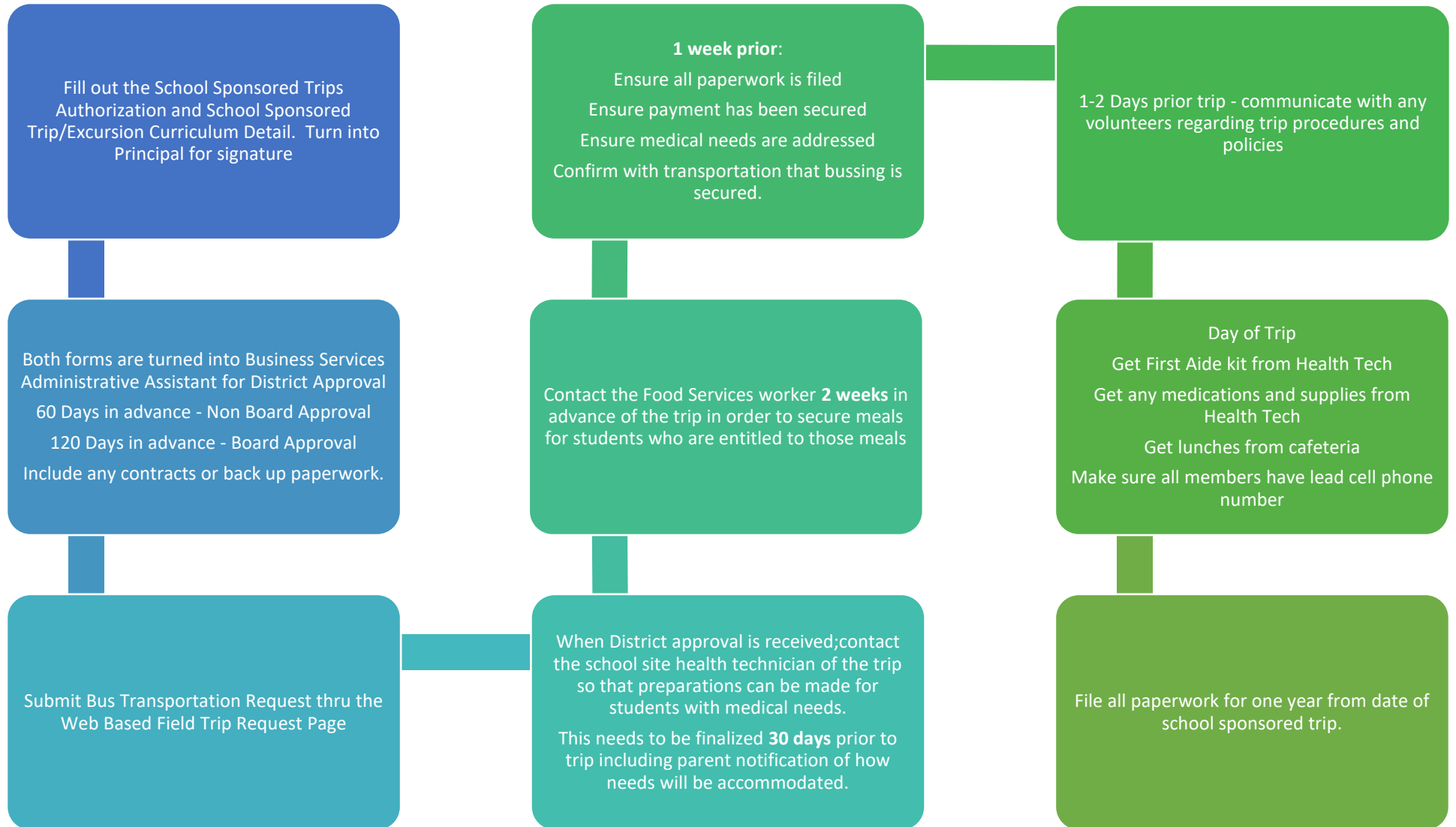
Pleasant Valley School District also recognizes that class time should be dedicated to student learning. The District believes that classroom interruptions which are not related to the educational program should be kept at an absolute minimum. In addition, staff should look at all activities that reduce instructional time during the school year (i.e. assemblies, PTA activities, outside organization activities (CAO), mandated activities (health screenings), as well as potential unexpected interruptions (school closure due to natural disaster) and make decisions regarding these activities that support the maximum amount of classroom instruction possible.

Therefore the following guidelines apply to school sponsored trips:

- 1) Grade Levels/Classrooms are limited to 2 school sponsored trips a year. This does not include the major school sponsored trips that occur for 5th and 8th grade matriculation. If there is a special, once in a lifetime opportunity that arises for a school/grade level/classroom, the District will consider approving a third school sponsored trip to participate in that opportunity.
- 2) The District will attempt to fund 1 school sponsored trip per class if funds are available.
- 3) Out-of-state trips should be taken during time separate from school activities and at a time other than when school is in session, i.e. spring recess, summer, etc., making such trips non-school sponsored. If such is the case, the recruitment and information meetings shall be held in compliance with rules and regulations applicable to any non-school organization that wishes to rent school premises. If the activity has special connection with or application to a course of study or special school project, the Board may authorize trips that occur during school calendar days. These trips shall comply with existing Board policy and regulations.
- 4) No school sponsored trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.
- 5) Transportation for school sponsored trips by a school/grade level/classroom shall be bus. For club activities, or after school activities such as inter-mural sports, parent drivers may be used provided all procedures are followed.

NOTE - All forms for school sponsored trip are located on the website on the School Sponsored Trip page as well as the Student Services Staff Forms page.

SCHOOL SPONSORED TRIP PROCEDURES AT A GLANCE



Obtaining Approval for the School Sponsored Trip

When a school sponsored trip opportunity arises, School Sponsored Trips Authorization (Appendix A) needs to be completed as well as School Sponsored Trip/Excursion Curriculum Detail (Appendix B). These forms are located on the PVSD website on the School Sponsored Trip page within the Student Services Department page OR on the Staff Forms – Student Services page.

Note – incomplete forms will be returned for completion and may cause non compliance with timelines. Both forms MUST be filled out.

Non Board Approval Trips – 60 Days

Board Approval Trips – 120 days

To be considered complete, the following must be in place:

- *All forms must be typed
- *All areas must be marked
- *A signature is required for EACH class that will be participating in the school sponsored trip. The signature is of the certificated employee who is in charge of each individual class.
- *Should be turned into the site principal for principal’s signature.

Once the form is completed with the principal’s signature, it should be sent to the Business Services Administrative Assistant for District Approval Routing at the District office. All contracts, services agreements or any other back up paperwork should be included. Lack of back up will delay approval.

The Assistant Superintendent of Educational Services will first review for curriculum appropriateness. If approved, it will be forwarded to the Director of Student Services.

The Director of Student Services will review for compliance, equity and activity appropriateness. If approved, it will be forwarded to Assistant Superintendent, Business Services.

The Assistant Superintendent, Business Services will review and approve or deny.

- *If the trip meets the criteria of needing School Board approval, the Assistant Superintendent will present it at the next possible School Board meeting for approval. No funds will be released for payment until approval by the School Board has been obtained.

Note: If the school sponsored trip is approved, the certificated employees who signed the form are not obligated to proceed with the school sponsored trip. If circumstances dictate that the school sponsored trip cannot take place (i.e. transportation is too expensive or there is a conflict with something else), email the Business Services Administrative Assistant to notify the District and the Transportation Department that the school sponsored trip will NOT be taking place.

The form will then be returned to the School Site Administrative Assistant for dispersal to:

- *Principal
- *Health Technician
- *Food Services Worker
- *Certificated Teachers involved
- *Any other site personnel that need the information

The Business Services Administrative Assistant will disperse to the following District Departments:

*Health Services

*Food Services

*Transportation

Note: This notification does not mean the Department will take action for the specific trip. Site personnel must contact the various departments if District support is required.

Arranging for Transportation

Busses will be used for transportation for all during school hour trips for classes, grade level and school trips. For club activities, or after school activities such as inter-mural sports, parent drivers may be used provided all procedures are followed.

Bus Transportation

The trip's leader will submit a School Sponsored Trip transportation request to their site SAA at the same time the School Sponsored Trip Authorization form is submitted to the principal. The SAA will then input the trip's information into "The Web-Based Field Trip Request" page. This will allow the Transportation Department time to procure proper bussing. Once the SST is input on the web-based trip request, any changes must be sent via email to the Transportation email. The School Sponsored Trip status will be changed to "Quoted" once the price is obtained. DO NOT have your school site administrator approve the quote until the School Sponsored Trip Authorization form has been approved by the District Administration. If your trip is NOT approved or you CANCEL, immediately notify the Transportation Department using the department email, transportation@pvsd.k12.ca.us

Once you receive approval from the District Administration, access "The Web-Based Field Trip Request" page, choose the corresponding trip # and open the "Trip Review" sheet. If the trip has not been marked as quoted, please contact Transportation if time sensitive. Once the trip has been marked quoted, please have your school site administrator approve and email the signed quote to the Transportation Department. The Transportation staff will then change the status of the trip to "Scheduled."

A staff member should email Transportation 1 week ahead and then call 1 or 2 days prior to the trip to confirm transportation.

Coming Soon – Directions for School Sponsored Trip Manifest

Parent Drivers

This may only be used for trips that meet certain requirements. It MAY NOT be used for class, grade level or school wide trips at all.

Each Driver must have Form 3541.1 E-1 Rev. Oct 2015 “Private Vehicle Transportation Application” (Appendix C) that meets all requirements and has been approved by the principal on file. The parent must have an approved “Volunteer Application Form” on file with the appropriate signature for approval.

Students With Medical Needs

Once the certificated person in charge of a class receives the approval from the District for the trip, they are responsible to meet with the school site health technician to determine any medical needs that need to be addressed for the school sponsored trip.

Any students with Specialized Health Care Plans (SHCP) must have plans in place for how that plan will be supported and who the responsible personnel will be to support that plan prior to 30 days before trip is to occur. Ideally the parent is included in planning for that support. The parent must be notified 30 days prior to trip how the support will occur and who will be responsible.

If there is a higher level need requiring nursing assistance, a designated employee from the school site (school site determines who this is) is responsible for contacting health services to plan accordingly. This needs to be done 60 days prior to trip for non-Board approval trips, 120 days for Board approval trips.

All school-sponsored field trips, programs (Band, GATE), after-school activities, and/or team competitive sporting events students that take any medication, this includes emergency medication (Epipen), inhalers, and diabetic medications as well as all other medications that are given or needed during school hours must be provided during the school-sponsored events.

The certificated employee in charge of a group will be picking up required medications and emergency care plans from the health technician prior to the event. They are responsible for the return of all medication as soon as they return to the school site.

Per BP/AR 6153: All medication for students will follow District protocol and must be turned into the health office for appropriate screening before it is then provided to teachers prior to the trip.

Only certificated personnel may administer medication to students on school sponsored trips. Chaperones may not administer medication of any kind to a student other than their own child.

Per BP/AR 5141.21: Coordinate the administration of medication during field trips and after-school activities. School staff that administer medication, including epinephrine auto-injections, to students shall receive yearly training from qualified medical personnel on how such medication should be administered as well as training in the proper documentation and storage of the medication. Per AR 5141.24: Training means preparation in the appropriate delivery and skillful performance of specialized physical health care services (5 CCR 3051.12). This training was provided on the Staff Development day. The District nurse will also come and give any training necessary for students with SHCP or upon request by the certificated employee.

The District employee who is responsible for administering any medication or supporting a SHCP should be easily accessible to the student.

School Sponsored Trip Chaperone/Volunteer Guidelines

In order to maximize every student's learning opportunity on a school sponsored trip; Chaperones/Volunteers must comply with the guidelines listed below.

All Chaperone/Volunteer's information must be current, approved, and on file in the school office prior to the trip. Required documentation is dependent upon type of school sponsored trip (license, insurance, volunteer forms, fingerprints, and TB testing) and must be approved by the school site administrator and/or District administration if needed.

Chaperones/Volunteers who will be supervising students alone must be fingerprinted and have TB testing completed and on file with the District (this would include any parent drivers).

Parents/Guardians who attend school sponsored trips serve as the primary chaperone for the students. Parents are not allowed to leave the field trip at any time without the direction of the certificated staff in charge of the school sponsored trip.

Chaperones/Volunteers are not allowed to bring siblings on a school sponsored trip.

Chaperones/Volunteers should not take any non-emergency phone calls or texts during the school sponsored trip.

Chaperones/Volunteers are expected to maintain a copy of the school sponsored trip permission forms with them at all times during the trip and return all documentation to the certificated staff in charge of the trip at the end of the trip.

The certificated staff members serve as the school sponsored trip leaders and make all decisions regarding the school sponsored trip. Chaperones/Volunteers must comply with the directives of the certificated staff members during the trip.

Chaperones/Volunteers should act as role models for students and be active participants on the school sponsored trip. Chaperones/Volunteers are expected to comply with and uphold all of the school site District rules and procedures.

Chaperones/Volunteers are to actively monitor the safety of all students.

All disciplinary and/or medical issues, concerns and questions must be referred to one of the certificated staff members in charge immediately. Only a certificated staff member may address a disciplinary issue and take appropriate actions.

Chaperones/Volunteers are to notify the certificated staff members in charge immediately if any student has a medical/emergency need.

Chaperones/Volunteers shall not discuss individual students or staff with other people.

These guidelines must be given to each Chaperone/Volunteer two weeks prior to trip and an Acknowledgement signature is required back in order for Chaperone/Volunteer to participate (Appendix D).

Preparation for the School Sponsored Trip

Permission

Every student must have a signed School Sponsored Trip or Excursion Authorization and Permission Slip form (Appendix E) on file with the school in order to participate in the school sponsored trip. These should be sent home 4 weeks prior to the trip and expected to be returned 2 weeks prior to trip.

*Certificated staff member in charge fills out the top portion of the form on the PDF fillable form found on the School Sponsored Trip page of the website OR on Staff Forms Student Services.

*Print enough copies for each student in class to send home

*Once the forms are returned – scan the signed set

*The scanned set should be uploaded to the schools Shared School Sponsored Trip google folder into a subfolder named with the Teacher Name and date of trip (i.e. Bob Smith 9-14-19)

Students Needing District Lunch

Each certificated person in charge of a class is responsible to communicate with the school site Food Services Worker to make plans for any students needing District lunch while on the school sponsored trip. The permission slip asks if students need snack/lunch and that is how the certificated person should get the names and number of lunches needed. The names of students needing lunch should be emailed to the Food Services Worker at INITIALS@SCHOOL FoodServ (i.e. CHS FoodServ). The Food Services worker will need 2 weeks' advance notice for any student needing District lunch.

Payment for Field Trip

Payment for field trips and transportation need to comply with the standard District Purchasing and Cash Handling procedures. Payment should be procured 1 week prior to the trip.

Day of School Sponsored Trip

Permission Forms

Certificated employee must carry a copy of each Student's signed School Sponsored Trip Permission Slip form for the class they are in charge of with them during excursion. In addition, if students are grouped with a Chaperone/Volunteer; that person will need a copy of each form for the student in their group.

First Aid Kits

Certificated employees should bring along a first aid kit, at least one for every two classes on trip. They should get these from the school site Health Technician.

Communication

Certificated employees should have access to communication device (i.e. cell phone) at all times. All Chaperone/Volunteers should have the number for that device to communicate during the trip if necessary.

Medications/Health Care Plans

If a student has a medication that they are bringing with them on the field trip or a health care plan, at all times they must be in close proximity/communication with and/or have easy access to the trained employee who is in charge of their meds/health care plan.

Parent Drivers

If you use parent drivers, you must fill out Form 3541.1 E-2 Rev. 4/26/2012 "Private Vehicle Transportation List" (Appendix F) for each vehicle. A copy of the approved Private Vehicle Transportation Application form, the driver's approved Volunteer Application Form, and copies of each students' Field Trip or Excursion Authorization and Medical Treatment Authorization (Minor) form must be attached to the List. The Driver must carry the packet with them at all times.

If possible, private vehicles should "caravan" so as to be in close proximity with each other.

After the School Sponsored Trip

All medications and supplies should be returned to the school site Health Office.

All paperwork should be retained at the school site for one year after the date of the school sponsored trip at which point it can be destroyed UNLESS there was an issue on the trip that is still being addressed.

APPENDIX A

PVRPD Permit # (if required)

Req. #

Pleasant Valley School District

SCHOOL SPONSORED TRIP/EXCURSION AUTHORIZATION

School sponsored trips include any trip or excursions made in conjunction with courses of instruction or school-related social, educational, cultural, or athletic activity. Site Administrator, Superintendent or designee approval must be obtained for all trips **no later than 30 days prior to the trip**. If **Board Approval** is required, submit at least **120 days** prior to any trip: 1) exceeding 200 miles one-way; 2) involving water craft; 3) or overnight.

TO BE COMPLETED BY CERTIFICATED PERSON IN CHARGE OF TRIP
(must be typed)

School: _____ Classroom #(s): _____

Teacher(s): _____ Grade(s): _____

If this is not a classroom/grade level trip, describe who is participating:

Destination: _____

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

If trip is for an extended period of time, explain why trip is must be taken during school days rather than vacation:

Number of miles one-way: Less than 200 miles More than 200 miles

Transportation method(s) used to / from / at Destination: *(Check all that apply):*

SPAB-Certified Bus Private Vehicle Walking Train Aircraft Boat Other

Lodging Type: _____ Name and Address: _____

School Sponsored Trip/Excursion Curriculum Detail (6153 E-4) must be attached

of Students Anticipated: _____ Minimum # of Chaperones Required: _____

Adult/child ratio is a minimum of 1:10 except as follows. Wading in water: number to exceed 1:10 ratio as appropriate for safety. Swimming: Grades K-3 = 1:4; Grades 4-6 = 1:8; Grades 7-8 = 1:10. These ratios also apply to lodging where students are allowed access to pools/spas. Watercraft trips: 1:5; if adults own child is with him/her, ratio is 1:4 (including the adult's child).

BOARD OF TRUSTEE APPROVAL REQUIRED: Yes No

I/WE HAVE READ AND WILL ABIDE BY BOARD POLICY AND REGULATION 6153, SCHOOL SPONSORED TRIPS

CERTIFICATED Employee(s) in Charge:

Name(s): _____

Signature(s) _____ Date

SITE ADMINISTRATOR APPROVAL

Approved Denied
by Site Administrator: _____ Date: _____

DISTRICT APPROVAL

Approved Denied Approved Denied Approved Denied
Ed Services: _____ Student Services: _____ Risk Management: _____

BOARD OF TRUSTEES APPROVAL

Approved Denied by Board Date: _____

APPENDIX B

Pleasant Valley School District

SCHOOL SPONSORED TRIP CURRICULUM DETAIL

School: _____

Destination: _____

Dates: _____

Certificated Staff In Charge: _____

Grade Level(s): _____

CURRICULUM AND ACTIVITIES	
Activity	Standard

APPENDIX C

**PLEASANT VALLEY SCHOOL DISTRICT
PRIVATE VEHICLE TRANSPORTATION APPLICATION**

SCHOOL NAME _____ YEAR _____

Student (s): _____

Teacher(s): _____

SEATING CAPACITY OF VEHICLE/# OF WORKING SEAT BELTS: _____, (excluding the driver)

DRIVER IS: _____ Parent/Guardian of Student(s) listed above _____ Volunteer _____ Employee

Driver Name	Driver License Expiration Date / /	Insurance Expiration Date / /
Driver Address	Driver Birth Date / /	Public Liability (Each Person) (Minimum \$100,000) \$
Driver License #	Driver Telephone # ()	Public Liability (Each Accident) (Minimum \$300,000) \$
Name of Owner <input type="checkbox"/> Same as Driver	Owner Telephone # ()	Assigned Risk Policy <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Address <input type="checkbox"/> Same as Driver Address	Vehicle License #	Insurance Policy #
Year/Make of Auto	Model	Agent Telephone # ()
Insurance Carrier	Agent	

DRIVER STATEMENT

I certify the above information is correct and the insurance coverage is in force. I understand I must have liability insurance coverage in force and agree to advise the District, in writing, of any changes in the above information. I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years. I further certify that the above vehicle is mechanically safe, and that I have read and understand the District Vehicle Use Policy.

Driver Signature _____ Date _____

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle or for any costs of moving or parking violations incurred.

SCHOOL SITE APPROVAL

I have read the above and approve the use of this vehicle for the purpose stated.

School/Site Administrator _____ Date _____

OFFICE USE ONLY: <input type="checkbox"/> REVISED DL or INS EXPIRE DATE	REVISED EXPIRATION:	APPLICATION EXPIRATION:
<input type="checkbox"/> Volunteer Application Form w/Driver's License on File	/ /	/ /
<input type="checkbox"/> Insurance Declaration Page Attached		

PLEASANT VALLEY SCHOOL DISTRICT
PRIVATE VEHICLE USE INSTRUCTIONS

Drivers and private vehicles being operated for District purposes must meet or exceed the following guidelines:

1. All drivers, employees, and volunteers must be approved by the School or Site Administrator.
2. Each driver must:
 - a. Possess a valid driver license.
 - b. Be at least 21 years of age.
3. Use of appropriate Vehicle Form must be completed and on file before each trip is taken.
 - a. District employees and volunteer drivers must complete a new form at the beginning of each school year.
 - b. A copy of the current Insurance Declaration page(s) stating expiration date, liability limits, vehicle, and driver name must be attached to this form.
 - c. A "Volunteer Application Form" with a copy of current driver's license must be on file.
4. The driver must own the vehicle in use and/or the driver must be listed on the insurance declaration page, unless the vehicle is rented.
5. All drivers must follow the federal, state, and local laws pertaining to motor vehicles which include no cellular/wireless telephone use including texting. Hands-free equipment may be used in case of emergency. All drivers will enforce reasonable travel speed in accordance with the law.
6. No adult may smoke or otherwise use tobacco products, alcohol, or drugs while there are minors in the vehicle.
7. Prior to departure, the driver shall be instructed as follows:
 - a. Inspect the vehicle for safety: tires, brakes, lights, horn, etc.
 - b. Follow and enforce all safety recommendations of the vehicle manufacturer.
 - c. Follow the most direct route, and avoid unnecessary stops.
 - d. Do not carry non-District personnel, non-students, or other "guests" as passengers.
8. The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial driver license is required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
9. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
 - a. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Child passenger restraint systems are required for children under eight (8) years of age *or* under 4 feet, 9 inches in height.
 - b. All passengers must wear his/her own seat belt. Seat belts are not to be shared.
 - c. If front passenger seat has an airbag, refer to the vehicle owner's manual for age/weight restrictions.
 - d. If trucks are used, passengers will only ride in the cab.
10. All vehicles must be covered by liability insurance. Minimum liability insurance coverage limits are:
Each Person: \$100,000 Each Accident: \$300,000
11. The site administrator/program director or designee must approve in advance trip routes to points outside of the District in excess of ten (10) miles.
12. The limit on the distance of transporting students in private vehicles shall be a radius of _____ miles.
13. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State, or Federal agencies authorized to monitor road conditions.

APPENDIX D



SCHOOL SPONSORED TRIP CHAPERONE/VOLUNTEER GUIDELINES

- *In order to maximize every student's learning opportunity on a school sponsored trip; Chaperones/Volunteers must comply with the guidelines listed below.
- *All Chaperone/Volunteer's information must be current, approved, and on file in the school office prior to the trip. Required documentation is dependent upon type of school sponsored trip (license, insurance, volunteer forms, fingerprints, and TB testing) and must be approved by the school site administrator and/or District administration if needed.
- *Chaperones/Volunteers who will be supervising students alone must be fingerprinted and have TB testing completed and on file with the District (this would include any parent drivers).
- *Parents/Guardians who attend school sponsored trips serve as the primary chaperone for the students. Parents are not allowed to leave the field trip at any time without the direction of the certificated staff in charge of the school sponsored trip.
- *Chaperones/Volunteers are not allowed to bring siblings on a school sponsored trip.
- *Chaperones/Volunteers should not take any non-emergency phone calls or texts during the school sponsored trip.
- *Chaperones/Volunteers are expected to maintain a copy of the school sponsored trip permission forms with them at all times during the trip and return all documentation to the certificated staff in charge of the trip at the end of the trip.
- *The certificated staff members serve as the school sponsored trip leaders and make all decisions regarding the school sponsored trip. Chaperones/Volunteers must comply with the directives of the certificated staff members during the trip.
- *Chaperones/Volunteers should act as role models for students and be active participants on the school sponsored trip. Chaperones/Volunteers are expected to comply with and uphold all of the school site District rules and procedures.
- *Chaperones/Volunteers are to actively monitor the safety of all students.
- *All disciplinary and/or medical issues, concerns and questions must be referred to one of the certificated staff members in charge immediately. Only a certificated staff member may address a disciplinary issue and take appropriate actions.
- *Chaperones/Volunteers are to notify the certificated staff members in charge immediately if any student has a medical/emergency need.
- *Chaperones/Volunteers shall not discuss individual students or staff with other people.

PARENT ACKNOWLEDGEMENT

I have read and acknowledge the requirements necessary to be a school sponsored trip volunteer. I agree to follow the guidelines to the best of my ability. Failure to do so may result in being asked to no longer volunteer for school sponsored trips.

Name: _____ Date: _____

Signature: _____

APPENDIX E

**SCHOOL SPONSORED TRIP OR EXCURSION AUTHORIZATION
AND MEDICAL TREATMENT AUTHORIZATION**

In-State

(Minor)

Out-of-state

Completion of this form is required for all School Sponsored trips / excursions.

Name of Child or Ward

Name of School

Class/Program

Teacher

Date(s) of School Sponsored Trip/Excursion

Location of School Sponsored Trip/Excursion

Transportation: Mark **all** that apply

Bus Private Vehicle Walking Train Aircraft Boat

- I hereby give permission** for my child or ward (named above) to participate in this School Sponsored Trip or Excursion.
- Regarding special assistance/accommodations:** Is special assistance/accommodation necessary for your child or ward to participate in this School Sponsored Trip or Excursion?
 No Yes Please explain _____
- Regarding administration of medication:** All medications must be prescribed, **including** over-the-counter medications. Is your child or ward required to take medication during the course of this School Sponsored Trip or Excursion?
 No Yes **Parent/Guardian must contact the school office** to obtain form VCS SFA-1059, "Authorization for Any Medication Taken during School Hours" or form VCS SFA-1061, "Extended Field Trip or Excursion Medication Authorization" (which must be signed by parent/guardian and child or ward's physician).

4. If you have health insurance, please list:

_____	_____	_____
Health Insurance Company	Policy Number	Group Number

5. Please list additional emergency contacts, should the parent/guardian be unavailable:

_____	_____
Emergency Contact	Telephone

_____	_____
Emergency Contact	Telephone

- Conduct:** I fully understand that all participants are to abide by and accept all rules and requirements governing conduct during the School Sponsored Trip or Excursion. To the extent permitted by the Education Code, any participant determined to be in violation of behavior standards will be sent home at their own or their parent/guardian's expense.
- Waiver of Claims for Liability:** I understand that California Education Code, Section 35330 provides:
"All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims."

In providing consent for my child or ward to attend and participate in this School Sponsored Trip or Excursion, I waive all claims against the district for injury, accident, illness, or death occurring during or by reasons of this School Sponsored Trip or Excursion.

I understand that the District does not require my child or ward to participate in the School Sponsored Trip or Excursion and I make this request voluntarily because I desire my child or ward to participate in the School Sponsored Trip or Excursion. I also understand that, if I do not consent to my child or ward's participation, my child or ward will be involved in alternative supervised activities, for which my child or ward will receive full credit.

- In the event of illness or injury,** I hereby consent to whatever transportation, x-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care from a licensed physician as deemed necessary for the safety and welfare of my child or ward. It is understood that the resulting expenses will be the responsibility of the child or ward's parent(s)/guardian(s).
- Will your child **need** a meal from the cafeteria to take on this trip? No Yes
- I have carefully read this authorization, and fully understand its contents and voluntarily consent to its terms and conditions.**

Signature of Parent/Guardian

Date

Home Phone

Work Phone

Cell Phone

APPENDIX F

Pleasant Valley School District

PRIVATE VEHICLE TRANSPORTATION LIST

IMPORTANT: Driver must carry signed copy of this form on the trip. All vehicle occupants must wear seat belts; no more than 10 occupants per vehicle, one handicapped person confined to a wheelchair, or the number of persons the vehicle is designed for.

Teacher's Name _____ Classroom: _____

Date of Field Trip _____ Destination _____

Driver's Name _____ Vehicle License # _____

Name of passengers transported:

- | | |
|-----------------|-----------|
| 1. Driver _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Signature of Driver _____ Date _____

I verify there is a current approved Application for this driver/vehicle on file:

Signature of Authorized Employee _____ Date _____

3541.1 E-2 Rev.4/26/2012

Pleasant Valley School District

PRIVATE VEHICLE TRANSPORTATION LIST

IMPORTANT: Driver must carry signed copy of this form on the trip. All vehicle occupants must wear seat belts; no more than 10 occupants per vehicle, one handicapped person confined to a wheelchair, or the number of persons the vehicle is designed for.

Teacher's Name _____ Classroom: _____

Date of Field Trip _____ Destination _____

Driver's Name _____ Vehicle License # _____

Name of passengers transported:

- | | |
|-----------------|-----------|
| 1. Driver _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Signature of Driver _____ Date _____

I verify there is a current approved Application for this driver/vehicle on file:

Signature of Authorized Employee _____ Date _____

3541.1 E-2 Rev.4/26/2012