

Gulfport School District

Field Trip Information



These procedures apply to all teachers and staff members of the Gulfport School District who take students off campus on field trips or activities sponsored by the Gulfport School District. All employees are expected to be aware of these guidelines and to follow them accordingly. Employees who sponsor or accompany students on trips are responsible for the safety and welfare of all students at all times during the time off campus, and for the student's safe return to school.

1. All students are required to be transported to and from school and to and from school-related activities via pre-approved transportation.
 - Regardless of the number of students and/or adults being transported, students SHALL NOT be driven in any vehicle other than pre-approved transportation.
 - The only exception is for extenuating circumstances such as a medical situation to transport students to receive medical care.
2. Field trip and/or activity sponsors are responsible for arranging safe transportation and adequate supervision. Levels of supervision may vary according to the age of students, type of trip and/or circumstances.
3. Transportation Department policy requires that field trips be planned so that buses depart school 30 minutes after school starts and return to school at least 45 minutes prior to the end of the school day.

Field Trip Procedures

1. At least 15 days before the proposed trip or activity, the teacher or staff sponsor must complete and submit the attached forms to the principal's office. Upon approval by the principal, the form will be sent to the Chief Operations Officers for approval and processing.
2. FOR OUT-OF-STATE FIELD TRIPS, the above process must take place six (6) weeks before the proposed trip or activity to allow time for presentation to the Board of Trustees for review and approval.

Gulfport School District

Teacher Request for Approval of Field Trip

The principal should receive all requests for field trips at least 15 school days in advance of the trip.

To _____ Date of Request _____

From _____

Destination _____

What is the educational value or purpose of this trip?

What specific GSD Curriculum objectives does this trip address?

What follow up activities are planned after the field trip is completed?



GULFPORT SCHOOL DISTRICT TRANSPORTATION REQUISITION FOR TRAVEL



DATE: _____

1. Name of School: _____
2. Name of Class, Club or Organization: _____
3. *Destination: _____
4. Purpose of Trip: _____
5. **Date trip is to be taken: _____
6. Departure Time: _____ Date: _____ Return Time: _____ Date: _____
7. Type of Transportation Needed: Bus, Personal Vehicles, Rental _____
 First Student: _____ GSD Bus # or Car #: _____
8. Driver Needed: Yes _____ No _____ If no, who will drive? _____
9. Number of Students: _____ Number of Vehicles: _____
10. Sack Lunches Needed: Yes _____ No _____ Number Needed: _____ (copy to school cafeteria)
11. List Adult Chaperones (one per 30 students) _____
12. Location of pick-up on campus: _____
13. How is trip to be financed? (*circle one*) Activity Instructional Other
14. List account and account number to be charged and person responsible for account: _____

Signature	Date	District Approval	Date
Estimated Charge	Purchase Order Number		
Principal / Director	Date		
CTE Director	Date		
Chief Operations Officer	Date		
Superintendent	Date		

15. Approval to Travel:

*All out-of-state travel requests must be approved, in advance, by the Board of Trustees. The Board meets the first and third Monday of each month. Requests not received one WEEK prior to the Board meeting will NOT be placed on the agenda.

**Request for travel, not requiring Board of Trustees approval, must be approved by the Building Principal and the Chief Operations Officer. Request for travel must be in the office of the Chief Operations Officer no later than the Thursday prior to the week of the trip.

***Attach supplemental Private Vehicle Form if using personal vehicles.

**GULFPORT SCHOOL DISTRICT
TRANSPORTATION REQUISITION SUPPLEMENT
RENTAL AND/OR PRIVATE VEHICLES**
(Attach to original transportation requisition.)

When rental or private vehicles are used for transportation, the following are required:

1. Adult drivers (teachers or parents) with a valid Mississippi driver’s license must drive each vehicle.
2. Each private vehicle must be listed by make, model and tag number.
3. When using a rental vehicle, a copy of each driver’s valid Mississippi driver’s license must be attached to this form.
4. When using a private vehicle, a copy of each driver’s valid Mississippi driver’s license must be attached to this form.
5. List below the name of each driver and the names of all students riding in each vehicle.
6. Each travel requisition must be approved in advance by the building principal, the chief operations officer, and the superintendent.
7. All out-of-state travel must also be approved by the Board of Trustees in advance.

	Vehicle No. 1	Vehicle No. 2	Vehicle No. 3
Make/Model	_____	_____	_____
Tag Number	_____	_____	_____
Driver	_____	_____	_____

STUDENTS

	Vehicle No. 1	Vehicle No. 2	Vehicle No. 3
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

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Field Trip Permission Form

The undersigned parent/guardian of _____
Print Student's Name

give their consent for said student to participate in the following activity on _____.
Date of Activity

Destination _____

Type of Activity _____

Signature of Teacher in Charge _____

Signature of Parent or Guardian _____

Contact Number _____

Printed Name of Parent or Guardian _____

If the parent or guardian cannot be reached in an emergency, the following shall be contacted:

Name of Emergency Contact _____

Day Telephone Number _____

Evening Telephone Number _____