

Burbank Unified School District

**PERMISSION FOR TRANSPORTATION IN PRIVATE VEHICLE**  
(To be completed by parent, guardian or caregiver)

School \_\_\_\_\_ Grade \_\_\_\_\_

Destination \_\_\_\_\_ Date & Time \_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to be driven to and from the  
Pupil's name

above field trip in a private vehicle, whose driver has provided all appropriate documentation including driver registration information, vehicle information, insurance information, driver statement, and has been approved by the District.

All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone number where I can be reached during this activity \_\_\_\_\_

Emergency number if I am not available \_\_\_\_\_

**GUIDELINES FOR USE OF PERSONAL VEHICLES**

1. A privately owned vehicle may be used to drive pupils to a cocurricular or extracurricular activity or field trip destination only if the vehicle is equipped with seat belts, one set for every passenger. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed (one seat belt per passenger). All passengers and the driver must use seat belts.
2. Pupils may be transported as passengers only as specifically authorized by the District.
3. The driver's vision must be unobstructed at all times.
4. Smoking is not permitted in the vehicle.
5. The driver should follow the most direct route to the destination and avoid unnecessary stops.
6. The limit on the distance for transporting students in private vehicles shall be a radius of 200 miles unless a specific written proposal is approved by the Superintendent or designee.
7. Use of personal vehicles where hazardous road conditions exist is prohibited (including hazardous conditions declared by the California Highway Patrol, or other city, county, state, or federal agencies authorized to monitor road conditions).
8. **The Field Trip Driver Registration Form D2 must be completed before a trip is authorized and shall be retained. However, new information must be on file with the Principal at the expiration of insurance or Driver's License. (Note: Driver's License, vehicle registration, and insurance information must be presented at time of completion of the form.)**

**Note:** This form must be kept with the teacher during the entire activity, a copy must be kept on file at the school site, and a copy must be kept with the driver.

Distribution: White-School, Yellow-Teacher, Pink-Driver (to be kept by Driver)

Burbank Unified School District  
**BURBANK UNIFIED SCHOOL DISTRICT**  
**PERMISSION FOR THE USE OF PRIVATE VEHICLES**  
 Instructional Services  
 (To be completed by parent, guardian or caregiver)

**EMERGENCY CARE OF SERIOUS INJURIES OCCURRING ON FIELD TRIPS**

The certificated employee in charge of the field trip is responsible for the emergency care of participating pupils who either become ill or are accidentally injured on trips and other school sponsored activities away from the school. The procedures are similar to those established for the care of serious injuries or illness occurring at school. However, if an injury or illness occurs which, in the best judgment of the person in charge, is sufficiently serious to warrant immediate medical care or circumstances prevent the child's return to the school, the following procedures are applicable:

1. Give first aid according to the directions on the First Aid Instruction Chart in the trip first aid kit. **Contents of kit must be checked prior to each trip** to ensure that the following items are included:
 

<p>First aid kit (either metal, tool-kit type, or fanny pack)</p> <p>First aid instruction booklet</p> <p>Accident report forms for pupils (blank)</p> <p>First aid notice to parents (form PPSD-H-44)</p> <p>Ace bandages (2" and 3")</p> <p>Adhesive tape (1/2" and 1")</p> <p>Band-Aids (3/4", 1", knuckle and digit coverlets)</p> <p>Gauze sponges (4" x 4")</p> <p>Self-adhering gauze (1" and 2")</p> <p>Triangular bandage</p>	<p>Cotton Applicators (4")</p> <p>Gloves (vinyl and latex)</p> <p>Safety pins</p> <p>Sanitary napkins (individually wrapped)</p> <p>Small scissors</p> <p>Telfa squares (2" x 3")</p> <p>Tweezers</p> <p>Vaseline</p> <p>Zepharin chloride antiseptic</p>
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In addition, the following items may be included:

<p>Instant cold compress</p> <p>Antiseptic towelettes or hand cleanser</p> <p>Eye irrigating solution</p> <p>TempaDot disposable thermometers</p> <p>Rescue blanket (foil)</p> <p>CPR microshield (if employees have received training in its use)</p>	<p>Bandage scissors</p> <p>Small cardboard splint</p> <p>Flashlight</p> <p>Mask, goggles</p> <p>Tissues</p>
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2. Notify police or other agency with police responsibilities at the location of the accident. The teacher should remain with the class if at all possible and send another responsible adult or pupil to notify police.
3. Ask for police assistance or ambulance service and give the following information:
  - a. identity of person calling
  - b. telephone number of phone from which call is originated
  - c. location of accident - street address and city
  - d. description of injury
4. Ask assistant (this is usually another school employee or volunteer) to accompany pupil for medical care and to remain with pupil until either a parent or a school representative arrives to assume further responsibility.
5. Notify school and give the following information as soon as possible:
  - a. name of ill or injured pupil
  - b. description of injury or illness
  - c. hospital name and address or doctor's office where pupil is being transported for medical care
  - d. telephone number and location of the phone from which call originates
6. Ask school to notify parents of the emergency giving information as described in ("5 a through d") above and requesting them to assume further responsibility for their child.
7. If parents are not available, verify parental approval of emergency treatment for pupil through medical authorization portion of the Pupil Field Trip Permit/Activity Participation or the Walking Educational Trip Permit form, which shall accompany the teacher on the trip.
8. Upon return to school, complete the Student Accident Report form. If the injury or illness is extreme in any way, details should be reported to the Business Office and to Pupil Services at the earliest opportunity.

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