EDUCATIONAL AND EXTRACURRICULAR FIELD TRIP

PROCEDURES MANUAL 2025-2026

VOLUSIA COUNTY SCHOOLS

EMPOWERING A CULTURE OF EXCELLENCE

SCHOOL DISTRICT OF VOLUSIA COUNTY

District Vision
Create life long learners prepared for an ever changing global society.

District Mission
Volusia County Schools will ignite a passion for learning in all students to be productive citizens.

School Board Members

Ms. Jamie Haynes Chair
Mr. Ruben Colon, Vice Chair
Ms. Donna Brosemer
Ms. Krista Goodrich
Mrs. Jessie Thompson

Superintendent of Schools

Dr. Carmen J. Balgobin

Chief Academic Officer

Dr. Julio Nazario-Valle

* Field trip forms for in state trips will all go to your school principal.
* Field trip forms for out of state or out of country will be sent to Lary Beal for review and processing to Board Docs for Board approval

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Quick Tips

Instructions for Out of State and International Field Trips

μ Please review and complete pages 8-11 with supporting documents for out of state and out of country field trips.
μ Page 10 must be typed out completely with no abbreviations.
μ If using personal vehicles each vehicle owner will need to submit a copy of driver's license and insurance policy for review to make sure that School Board Policy is being met with a clean driving record and insurance with minimum liability coverage.
μ Page 11 is your cover/guide page to make sure you have all documents that you need prior to submission to Lary Beal.
μ Any questions or guidance should be directed to Lary Beal.
μ All over night chaperones must complete pages 15-16 and follow the fingerprint guidelines with the Volunteer in Public Schools (ViPS) Office by submitting fingerprints every couple of years to FLDOE and the FBI. These processes and directions are given by the ViPS Office.

Student Transportation Services Field Trip Policy Requirements

For detailed information on Educational and Extracurricular Field Studies Procedures refer to Volusia County Schools Instructional Policy #315. Located on the School Board website under the Board Docs link located on the bottom left of the screen.

Please be reminded per Federal Department of Transportation, the largest vehicle that can be rented is a 10 passenger van. Please read School Board Policy #504 Section 2.

https://www.boarddocs.com/fla/vcsfl/Board.nsf

Field Trip Parent Permission Form and School-Related Activities Liability/Medical Waiver Form

Page 20 (elementary) or page 21 (secondary) needs to be completed with page 22 photocopied on the back. This creates a one-page double-sided document for all field trips.

********MAKE SURE TO CONSULT WITH YOUR**

SCHOOL NURSE

BEFORE PRESENTING TRIP TO PARENTS. ********

School Way Cafe – Food Services Procedures

All meals must be accounted for at the point of service. This means when the students actually receive their meals.

A. Two weeks (or more) prior to a field trip: Teachers must advise SWC Managers the field trip date that requires student bagged lunches.
B. Once parents/guardians submit permission slips, teachers must notify the SWC Manager of the approximate number of meals requested via email.
C. Two days prior to a field trip: The SWC Manager will send a Field Trip Accountability Form for the teacher to complete. See sample in the index.
D. The day before the field trip: Teachers will return the completed Field Trip Accountability Form to the SWC Manager so lunch orders may be filled accurately.
E. The SWC Manager will address special dietary needs for students with documented allergies.
F. Picking up the meals from the Cafeteria
    1. If Students pick up their own meals in the morning after breakfast **(Recommended)**
    On the morning of the field trip students may pass by the cashier after receiving their bagged meals. Students say their PIN and name to the cashier (or if the POS displays students photos, students may say their PIN only and the cashier verifies with their photos) and place their own lunches and milk into a cooler filled with ice for transport.

    - Or -

    2. If someone else picks up all meals:
        a. An SWC assistant packs the lunches and milk into a cooler filled with ice for transport.
        b. The SWC assistant marks a forward slash on the Field Trip Accountability Form next to the name of each student requesting a meal and signs the form. A copy of this form should be made for the manager to keep before it is sent back to the teacher to take on the trip.
        c. During the Fieldtrip
        d. Once on the field trip, students must say their names to the person serving the meals on the field trip. The person serving meals marks a backward slash next to each student's name on the Field Trip Accountability Form as each student receives a meal. This will make an X next to each student name on the form who received a lunch.
        e. If a student who ordered a lunch is absent, the designee can circle the student's name. If another student wishes to purchase the meal, this is permissible. The person serving meals records the second student as receiving the meal with an X on the roster. The student will be billed accordingly. The person serving meals must then sign the form.
        f. After a Field Trip
        g. Upon returning from the field trip, the signed form must be returned to The SWC Manager as soon as possible. If this form is not returned to the School Way Café Manager, the school will be charged for all meals served on the field trip, based on the second meal price. Meals served to students without appropriate documentation are not reimbursable by USDA.
G. Food should not be eaten on school district sponsored transportation buses in accordance with the student code of conduct and transportation procedures.

Field Trip Request Guidelines and Procedures
For In-County and In-State Field Trips (including overnight)

In-county day field trips, in-county overnight field trips, and out-of-county day and overnight field trips will be approved by the school principal.

Timeline for approval by Transportation requires at least twenty working days prior to the date of the trip.

Field trips are not to be planned for regularly scheduled semester or nine-week exam dates. Field trips are not to be planned for district block-out periods. Block-out dates for field trips do not apply to adjunct classrooms. See page 36-39 for dates.

All students will be provided with an equal opportunity to participate in field trips.

The purpose, educational benefits, and school board adopted goals applicable for each field trip are to be clearly stated. (School Board-approved goals are listed on page 47).

When lunch is not included in the cost of a field trip, all students must be given the opportunity to order a packed lunch from School Way Café.

Students and their parents/guardians are to be informed by the field trip sponsor and/or principal/designee that, if field trips are canceled due to security issues, the financial responsibility, beyond what can be reimbursed, will be theirs.

Regarding the School-Related Activities Liability/Medical Waiver, use the form on page 23 and add to the back of the Field Trip Parent Permission Form. It is required that this form be completed and on file for each student who will be participating in any field trip.

Regarding medication: When the student is away from school property on official school business (such as field trips), and administration of medication is scheduled and/or necessary, the following procedures must be adhered to:

a. Personnel administering medication must be trained per Florida Statutes and Volusia County School Board and follow stated procedures.
b. Medication should be brought in an original container with a copy of the "Authorization to Administer Medication" and "Daily Record of Medications Administered" forms.
c. Designated personnel on field trips and clinic staff must count pills prior to the field trip and upon return.

Note: It is important to let clinic staff know at least three days before the field trip so that forms and medication are ready.

A first aid kit and emergency card information should be in the possession of the field trip sponsor during each field trip.

Volusia County Schools' employees must complete temporary duty leave forms when participating on field trips during regularly scheduled work hours.

A list of approved charter buses can be found via the Volusia County home page by accessing Departments, Purchasing, and Charter Buses.

There is not a list of approved vehicles that can be used to transport students. However, Florida Law, 1006.22 Safety and Health of Students Being Transported states in 1.(d) "When the transportation of students is necessary or practical in a motor vehicle owned or operated by a district school board other than a school bus, such transportation must be provided in designated seating positions in a passenger car not to exceed 8 students or in a multipurpose passenger vehicle designed to transport 10 or fewer persons which meets all applicable federal motor vehicle safety standards. Multipurpose passenger vehicles classified as utility vehicles with a wheelbase of 110 inches or less which are required by federal motor vehicle standards to display a rollover warning label may not be used."

District bus transportation costs (subject to change without notice)
$1.70 per mile
$33.00 per hour

Note: Forms found in this manual are available on the Volusia County website. However, you cannot save your work when completing forms on the web. This manual is available as an attachment from the office of Middle and High School Services. However, no changes to the information or forms may be made as the manual has been approved by the district's Legal Counsel and Instructional Council.

Reminders

- **The field trip approval form must be signed by the principal.**
- **A detailed budget must be included in the packet.**
- **A program of the event showing dates must be included in the packet.**
- **Names and titles of chaperones must be included.**
- **Duties of chaperones must be included.**
- **Rental vehicles must be rented in accordance with School Board Policy and Procedure Requirements.**
- **School Way Café must be notified of upcoming field trips at least two weeks in advance and orders must be submitted prior to the day of the field trip.**

Field Trip Request Guidelines and Procedures For School Board Approved Field Trips (Out-of-state and international)

Out-of-state field trips and international field trips require the approval of the principal and the school board.

Field trips are not to be planned for regularly scheduled semester or nine-week exam dates.

Field trips are not to be planned for district block-out periods. See page 36-39 for dates.

All students will be provided with an equal opportunity to participate in field trips.

The purpose, educational benefits, and school board adopted goals applicable for each field trip are to be clearly stated (School Board-approved goals are listed on pages 47).

Students and their parents/guardians are to be informed by the field trip sponsor and/or principal/designee that, if field trips are canceled due to security issues, the financial responsibility, beyond what can be reimbursed, will be theirs.

Fundraising is not to occur until after school board approval of the field trip. Additionally, a provision must be in place for students who cannot afford to pay to participate in the field trip due to economic circumstances.

Timeline for school board approval requires two school board meetings in advance with two-weeks' lead time prior to the first school board meeting. In effect, the paperwork for out-of-state field trips must be received in the coordinator's office at least two months in advance of the school board meeting date, and six months in advance for international field trips. In extenuating circumstances, the superintendent may approve field trips that cannot be brought forward with sufficient lead time. The School Board meeting calendar can be found on page 35.

Since field trip request forms are a matter of public record made available to the media, it is important to use correct spelling and grammar and to assure that the forms are typed and clearly legible.

Regarding the School-Related Activities Liability/Medical Waiver, use the form on page 24 which requires a notary *or* the form on page 25 which does not, whichever meets the needs of your school. It is strongly advised that this form be completed and on file for each student who will be participating in any field trip.

Regarding medication - when the student is away from school property on official school business (such as field trips), and administration of medication is scheduled and/or necessary, the following procedures must be adhered to:

a. Personnel administering medication must be trained per Florida Statutes and Volusia County School Board and follow stated procedures.
b. Medication should be brought in an original container with a copy of the "Authorization to Administer Medication" and "Daily Record of Medications Administered" forms.
c. Designated personnel on field trips and clinic staff must count pills prior to the field trip and upon return.

Note: It is important to let clinic staff know at least three days before the field trip so that forms and medication are ready.

A first aid kit and emergency card information should be in the possession of the field trip sponsor during each field trip.
A list of approved charter buses can be found via the Volusia County home page by accessing Departments, Purchasing, Charter Buses.

There is not a list of approved vehicles that can be used to transport students. However, Florida Law, 1006.22 Safety and Health of Students Being Transported states in 1.(d) "When the transportation of students is necessary or practical in a motor vehicle owned or operated by a district school board other than a school bus, such transportation must be

provided in designated seating positions in a passenger car not to exceed 8 students or in a multipurpose passenger vehicle designed to transport 10 or fewer persons which meets all applicable federal motor vehicle safety

standards. Multipurpose passenger vehicles classified as utility vehicles with a wheelbase of 110 inches or less which are required by federal motor vehicle standards to display a rollover warning label may not be used."

District bus transportation costs (subject to change without notice)
$1.70 per mile
$33.00 per hour
Class C meal reimbursement

Note: Forms found in this manual are available on the Volusia County website. However, you cannot save your work when completing forms on the web. This manual is available as an attachment from the office of Middle and High School Services. However, no changes to the information or forms may be made as the manual has been approved by the district's Legal Counsel and Instructional Council.

Reminders

- **The field trip approval form must be signed by the principal.**
- **A detailed budget must be included in the packet.**
- **A program of the event showing dates must be included in the packet.**
- **Names and titles of chaperones must be included.**
- **Duties of chaperones must be included.**
- **Rental vehicles must be rented in accordance with School Board Policy and Procedure Requirements.**

VOLUSIA COUNTY SCHOOLS

REQUEST FOR FIELD TRIP APPROVAL
(Out-of-state and international)

School _____ **Date submitted** _____

Date(s) of field trip _____ **Group** _____ **Sponsor** _____

Number of students _____ **Number of chaperones** _____ **Total** _____

Destination _____

Purpose of field trip _____

School Board Goals Engage ALL students in high levels of learning EVERY day.

Cost per student $_____ **Funds provided by:** ☐ Self/family ☐ Other(explain)_____

What is the provision made for students who cannot afford to attend?

Note: No monies may be collected nor any fund-raising projects begun without prior school board approval.

Private or commercial carrier insurance is required. The school principal or originator of the field trip shall verify proper liability insurance coverage.

☐ Request permission for swimming (The school principal will attach rationale.)
☐ Parent permission forms are to be signed and on file at the school or site.

TRANSPORTATION INFORMATION

☐ Commercial airline — Name of airline: _____
☐ Commercial bus line — Name of school-board approved bus line: _____
If a sub-contracted carrier must be used, the sub-contracted carrier must also be school board approved.

☐ Other (please explain) _____

Departure information: (*include name of airport, if applicable*)

Departing from: _____ Date: _____ Departure time: _____
Stop-overs: _____ Departure time: _____
Arrival destination: _____ Date: _____ Arrival time: _____

Return information:

Departing from: _____ Date: _____ Departure time: _____
Stop-overs: _____ Departure time: _____
Arrival destination: _____ Date: _____ Arrival time: _____

Vicinity travel will be provided by: (vehicle/driver): _____

APPROVAL PROCESS:
Signature indicates compliance with all requirements of School Board Policy 315.

_____ _____ _____

Signature of Principal **Date** **Date of School Board Approval**

Revised 9/8/2022

REQUEST FOR FIELD TRIP
OUT-OF-STATE/INTERNATIONALCHECKLIST

SCHOOL:_____ GROUP/SPONSOR: _____

TRIP DATE: _____

☐ Received in coordinator's office **Date** _____

Prior to submission for school board approval, the following must be completed by the **Field Trip Sponsor**.

Check off completed items:	Completed	Needs Correction
• Form # 2005-021-VCS signed by principal	☐	☐
• Form is neatly typed and complete	☐	☐
• Form contains no abbreviations (spell out all words)	☐	☐
• Form contains no misspelled words	☐	☐
• District goals are identified with specific objectives (Currently Goal #1)	☐	☐
• Carrier name is provided (coach and/or airlines)	☐	☐
• Detailed budget (costs) is included	☐	☐
• Statement as to provision for student who cannot afford to pay is included	☐	☐
• Detailed itinerary is attached	☐	☐
• Chaperone package is included (names and titles, duties,etc.)	☐	☐
• Overnight Chaperone Clearance	☐	☐
• Completed, accurate packet submitted two months prior to date of departure (6 months for international)	☐ Yes	☐ No
• Does trip include any district test dates?	☐ Yes	☐ No
• Does trip include any school days?	☐ Yes #_____	☐ No
• An in-district or in-state trip would not meet the same educational/enrichment criteria?	☐ Yes	☐ No

** FIELD TRIP OFFICE ONLY**

- Recommendation of Field Trip office
  Comments:_____ ☐ Yes ☐ No
- Returned to school for corrections; Date: _____ ☐ Yes ☐ No
- Submitted to Executive Director's Office, Date:_____ ☐ Yes ☐ No
- **Approved by Executive Director's Office, Date:** _____ ☐ Yes ☐ No
- Submitted to Board Docs, Date: _____ ☐ Yes ☐ No
- Agenda Date: _____

IField Trip 1Meal Accountability

Site: A.BC ELEMENTARY Custmner Group: A.II (Active) Homeroom: 1HR1 to 1HR1
Sort By: La.st Name, First Name

Site: 8888 A.BC ELEMENTARY

Homeroom: 1HR1

Date of Field Trip_____

Customer Name	BarCode	Alpha ID	Lunch Ordered	Milk Choioe	Student Rec'd roleal	# Entered into POS	Comment
STEWART, fVIA.RTHA.	,. 7	*AAAA.*					
RAY, RACHEL	,. 62	BBBB					
LA.GA.SSE EfVIERIL	,. 70	CCCC					
BOYA.RDEE,CHEF	,. 78	DODD					
FLAY, BOBBY	,. 93	EEEE					
DEEN, PA.ULA	,. 154	FFFF					
BROW◆J, ALTON	,. 159	GGGG					

Instmdionsfor sfoldent pic!k up:
1. Prior to the day ofthefieldtrip, SWC M.anager sendsthisform to the teacher.
2. The teacher places a check mark next to each student requesting a lunch, indicates the desired milk choice and returns theform to the SWC Manager.
3. On the day ofthefieldtrip, students pick up meals and say their names and PINs to the ca.shier (orifthe POS displays pictures, students may saytheirPIN only) and ca.shierenters PINs into the Point of Sale.

I11stmctio11sforo11,e pers,011pioki11g Lip all meals:
Fo11ow instructions 1-3 above.
4. An SWC Employee packs the appropriate number oflunches and milks into a cooler and signsthis form.
5. Using this form at lunchtime,the teacher serves meals to each student and marksthe student Rec'd Meal' column with a check markas each student is served a meal.
6. Upon returning to school, the teachers igns and relmns this form to the SchoolWay Cafe Manager.

1NC Employee/M.anagerentei:seach student PIN into the POS and marksthe column'# Entered inro POS'with a check mark andsignstheform..Attach a copy oftheTransaction Log pages showing entries.

Printed: 10/10/2008. 3:29:26PM Filename: C:\PROGRA~1\WinSNAP\Custom Work\Reports\Field Trip List.rot

Teacher Signature

SWC Employee Signature

VOLUSIA COUNTY SCHOOLS

REQUEST FOR FIELD TRIP

Send to: **Appropriate Transportation Office** *to request school buses or district-owned vehicles*
(When using private or commercial carriers, complete and keep on file at the school site.)

School _____ Organization#_____

Date submitted _____ Date(s) of field trip _____

Target group _____# of students___# ofchaperon◆s ___Total _____

Destination _____

Educational purpose of field trip _____

Cost per student $_____

Funds provided by☐D Self/family ◆_____Other (explain) _____

What is the provision made for students who cannotafford to attend? _____

Type of field trip

☐ In-county day ☐ In-county overnight

☐ Out-of-county (in-state) day ☐ Out-of-county (in-state) overnight

Private or commercial carrier insurance is required. The school principal or originator of the field trip shall verify proper liability insurance coverage.

☐ Request permission for swimming (The school principal will attach rationale.)

☐ Parent permission forms are to be signed and on file at the school or site.

TRANSPORTATION INFORMATION:

Type of vehicle: ☐Activity bus ☐ District-owned vehicle

☐ ☐ Private carrier/vehicle ☐ Commercial carrier - name of carrier

☐ #of wheelchairs

☐

☐School bus - #of buses needed ___ _____

Is the carrier school board approved?

Ifa sub-contracted carrier must be used, is the sub-contracted carrier school board approved?___

Do you need a driver? ☐

Will the driver remain overnight?_____ ☐

What is the pickup location? _____ Time_____ ☐A.M. ☐P.M.

What is the return location? Time_____ ☐A.M. ☐P.M.

What stops will be made enroute?_____

Transportation Department Use Only (A) (B) (C) (D) (S) (N)

Web Trip Number (if applicable)

APPROVAL PROCESS:

Signature indicates compliance with all requirements ofSchool Board Policy 315.

Signature ofPrincipal Date

Note: This signed form may be scanned or faxed to Transportation; however. hard copies with original signatures must be forwarded to Transportation ASAP.

ELEMENTARY SCHOOL
GRADE LEVEL FIELD TRIP GUIDE

FIELD TRIP CRITERIA

1. **RIGOR-** The field trip needs to maintain the same level of curriculum rigor.
2. **APPROPRIATENESS**- The field trip must be appropriate to the curriculum and align with Common Core.
3. **FIDELITY TO INSTRUCTIONAL TIME**- Consider the travel time and the amount of instructional time lost - does time lost balance out with what they are getting out of the experience?
4. **STUDENT ENGAGEMENT VS. PASSIVE LEARNING**
5. **AN EXTENSION OF THE CLASSROOM**
   - All students will be provided with an equal opportunity to participate in the field trip
6. **SAFETY**- Consider the following:
   - Student Supervision
   - Open environment vs. enclosed environment
   - Student contact with other adults
   - No petting zoos
   - Certified Lifeguard if near water

- **Field Trips not on the approved county list can take place, with the principal's approval, only on a non-academic day.**
- **Field Trips requested but not on the approved county list will be held for consideration and potential addition to the Field Trip Guide for the following school year.**

APPROVED KINDERGARTEN FIELD TRIPS

- ❖ Adjunct/Environmental Learning Classrooms
  - Lyonia Preserve/Scrub Jay Habitat
- ❖ Art Centers
- ❖ Auditoriums/Performing Art Centers
- ❖ Community Malls
- ❖ Daytona Aquarium
- ❖ Daytona 500 Experience
- ❖ Farms, High School Agricultural Farms
- ❖ Fire Stations
- ❖ Grocery Stores
- ❖ Historic Preservation Sites
- ❖ Museums
- ❖ Parks
- ❖ Pioneer Settlement for the Creative Arts
- ❖ Planetariums
- ❖ Plays/Musicals
- ❖ Police Stations
- ❖ Public Libraries
- ❖ Pumpkin Patches
- ❖ Restaurants
- ❖ Senior Centers
- ❖ Volusia County Fair
- ❖ World Golf Center Educational Programs (St. Augustine)
- ❖ YMCA Swimming
- ❖ Zoos

APPROVED FIRST GRADE FIELD TRIPS

- ❖ Adjunct/Environmental Learning Classrooms
  - Lyonia Preserve/Scrub Jay Habitat
- ❖ Airports
- ❖ Art Centers
- ❖ Daytona Aquarium
- ❖ Daytona 500 Experience
- ❖ Farms, High School Agricultural Farms
- ❖ Grocery Stores
- ❖ Historic Preservation Sites
- ❖ Hospitals
- ❖ Museums
- ❖ Parks
- ❖ Performing Arts Centers
- ❖ Pioneer Settlement for the Creative Arts
- ❖ Planetariums
- ❖ Post Office
- ❖ Public Libraries
- ❖ Restaurants
- ❖ Wildlife Refuge Parks
- ❖ World Golf Center Education Programs (St. Augustine)
- ❖ YMCA Swimming
- ❖ Zoos

APPROVED SECOND GRADE FIELD TRIPS

- ❖ Adjunct/Environmental Learning Classrooms
  - Lyonia Preserve
- ❖ Art Centers
- ❖ Community Malls
- ❖ Cultural Festivals
- ❖ Daytona Aquarium
- ❖ Daytona Tortugas-Education Day
- ❖ Daytona 500 Experience
- ❖ Historic Preservation Sites
- ❖ Marine Centers
- ❖ Museums
- ❖ Nurseries (Foliage)
- ❖ Performing Arts Centers
- ❖ Pioneer Settlement for the Creative Arts
- ❖ Planetariums
- ❖ Ponce Inlet Lighthouse
- ❖ Restaurants
- ❖ State Parks
- ❖ World Golf Center Education Programs (St. Augustine)
- ❖ Zoos

APPROVED THIRD GRADE FIELD TRIPS

- Adjunct/Environmental Learning Classrooms
  - Lyonia Preserve/Scrub Jay Habitat
- Aquatic Center (DSC)
- Art Centers
- Daytona Aquarium
- Daytona 500 Experience
- Daytona Tortugas-Education Day
- EPCOT
- Historic Preservation Sites
- Kennedy Space Center
- Marine Centers
- Museums
- Orlando Science Center
- Performing Arts Centers
- Pioneer Settlement for the Creative Arts
- Planetariums
- Ponce Inlet Lighthouse
- Restaurants
- Sea World
- Silver Springs
- Solid Waste Management
- State & National Parks
- World Golf Center Education Programs (St. Augustine)

APPROVED FOURTH GRADE FIELD TRIPS

- Adjunct/Environmental Learning Classrooms
  - Lyonia Preserve/Scrub Jay Habitat
- Art Centers
- Bicentennial Youth Park
- Daytona Aquarium
- Daytona 500 Experience
- Daytona Tortugas-Education Day
- Epcot
- Government Buildings
- Historic Preservation Sites
- Kennedy Space Center
- Marine Centers
- Movies (Special Science/History Events)
- Museums
- Orlando Science Centers
- Performing Arts Centers
- Pioneer Settlement for the Creative Arts
- Planetariums
- Ponce Inlet Lighthouse
- Sea World
- Silver Springs
- Solid Waste Management
- St. Augustine
- State & National Parks
- World Golf Center Education Programs (St. Augustine)

APPROVED FIFTH GRADE FIELD TRIPS

- Adjunct/Environmental Learning Classrooms
  - Lyonia Preserve/Scrub Jay Habitat
- Art Centers
- Daytona Aquarium
- Daytona 500 Experience
- Daytona Tortugas-Education Day
- Epcot
- Government Buildings
- Historic Preservation Sites
- Kennedy Space Center
- Marine Centers
- Movies (Special Science/History Events)
- Museums
- Orlando Science Center
- Performing Arts Centers
- Pioneer Settlement of the Creative Arts
- Planetariums
- Ponce Inlet Lighthouse
- Sea World
- Silver Springs
- Solid Waste Management
- St. Augustine
- State & National Parks
- World Golf Center Education Programs (St. Augustine)

APPROVAL PROCESS
Overnight Field Trip Chaperones

Overnight chaperones must be fingerprinted and pass a level II background check that is conducted via fingerprint submission to the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI) national database. This will give Volusia County Schools the ability to know definitively who is in direct contact with students on overnight field trips.

It is recommended fingerprinting be done at least one month prior to the field trip. Overnight chaperones will be responsible for paying the fees associated with the fingerprinting and background check. Visit the Volunteer/Partnership Programs webpage for details regarding cost. Approved overnight chaperone status will be valid for one year.

Application Process
Overnight chaperones must fill out an application to volunteer with Volusia County Schools. Be sure to check "Chaperone – Overnight" on the "Functions" page of the application. Applicants will be contacted regarding the procedure to make an appointment for fingerprinting. Details regarding how to schedule fingerprinting are also on the district's Volunteer/Partnership Programs webpage (www.vcsedu.org > District > Volunteer/Partnership Programs).

If an individual is already an approved volunteer and wants to be approved as an overnight chaperone, they should contact the VIPS office at (386) 255-6475, 734-7190, 427-5223 or 860-3322, extension 38379 or 38381, for instructions.

Level II Background Screening
Through the Volunteer and Employee Criminal History System (VECHS), the FDLE and the FBI will provide Volusia County Schools with state and national criminal history record information on overnight chaperones. With this criminal history information, the district can more effectively screen out current and prospective volunteers who are not suitable for contact with children.

A level II background screening will provide the district with:

1. An indication that the person has no criminal history, i.e., no serious arrests in state or national databases, if there are none.
2. The criminal history record (RAP sheet) that shows arrests/and or convictions for Florida and other states, if any.
3. Notification of any warrants or domestic violence injunctions that the person may have.

The *Eligibility Statement* (available on the Volunteer/Partnership Programs webpage) lists offenses that will disqualify overnight chaperones. The same statute that disqualifies school district employees from being hired will be used for overnight chaperones (Chapter 1012, Section 315, Florida Statutes).

FIELD TRIP CHAPERONE GUIDELINES

All chaperones must have a completed volunteer form on file and must be on the cleared county volunteer list.

Overnight chaperones must be fingerprinted and pass a Level II background check that is conducted via fingerprint submission to the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI) national database.

Your willingness to participate as a chaperone for your child's educational activities is a wonderful opportunity and we know you will understand the importance of following these guidelines.

- ❒ An approved and cleared Volusia County Schools Volunteer (VIPS) Application must verified by the school volunteer contact before a chaperone attends a field trip.
- ❒ There will be a minimum of one (1) chaperone to ten (10) students.
- ❒ Chaperones will be designated by the teacher and should be 18 or over and no longer a K-12 student.
- ❒ Chaperones will always be responsible for a group of students assigned by the teacher.
- ❒ Chaperones, always, will supervise their group, keep assigned group together and keep the safety of the students in mind.
- ❒ All chaperones must dress appropriately.
- ❒ Do not use profane or inappropriate language.
- ❒ Do not buy drinks, snacks, or souvenirs for the group unless it has been planned as part of the trip.
- ❒ Chaperones are encouraged to get to know the students in their group in order to make the field trip a great experience for everyone.
- ❒ Follow the planned timeline and itinerary. Be sure the group is in the right place at the right time.
- ❒ Chaperones will be responsible for contacting the teacher twice during a full day field trip or once during a half-day field trip.
- ❒ Do not use cell phones except for communication with the school field trip contact and for emergency use.
- ❒ Chaperones will be responsible for following the field trip procedures as outlined by the teacher.

- ❒ Chaperones will refrain from using any tobacco or tobacco like (e-cigs, etc.) in the presence of students.
- ❒ Chaperones are not permitted to consume alcoholic beverages while participating in a school board activity.
- ❒ Family members not designated as chaperones by the teacher may not participate in the field trip.
- ❒ Parents, siblings (including infants), other family members, and students who are not student participants in a field trip will not be permitted to join a field trip at its destination.
- ❒ Chaperones will ride the school bus, or the transportation provided by the school (any exceptions must be approved by the principal well in advance of the field trip). Family members not designated as chaperones by the teacher are not allowed on school provided transportation.

I have read and will abide by the chaperone guidelines.

_____ _____

CHAPERONE'S SIGNATURE **DATE**

VOLUSIA COUNTY SCHOOLS

FIELD TRIP PARENT PERMISSION FORM
ELEMENTARY

Complete the form in its entirety. It should be on file at the school/site at least five days prior to departure.

My son/daughter ______________________________________, _____________ has permission to participate in
(legal name) (student ID)

____ on________________________________
(event) (date(s))

from _____ A.M./P.M. to ______A.M./P.M at ____.
(address)

Cost to student is $_________________.

I understand that my son/daughter will travel by:

☐ Activity bus ☐ District-owned vehicle ☐ School bus ☐ Private carrier/vehicle

☐ Commercial carrier - name of carrier ____

______________________________________ ___________________________

Signature of Sponsor Date

______________________________________ ___________________________

Signature of Principal Date

PARENT INFORMATION

I realize that the teacher in charge will exercise precaution for the safety of students involved in this event, and I agree to assume full responsibility for any unforeseen accident which might occur during travel or while participating in this program. I further assure that my son/daughter has been instructed to comply with the regulations of the school, teachers, sponsors, and/or chaperones who are in charge of the activity.

Note: Should the field trip be canceled for security reasons, students and their parents/guardians will incur the financial expense beyond what can be reimbursed. Should it become necessary to send my son/daughter home early from this field trip due to inappropriate behavior, I realize that I will incur the financial responsibility of this action.

_______________________________ _______________________________

Parent/Guardian Signature Date

_______________________________ _______________________________

Home Phone Number Emergency Phone Number

Parent/Guardian, please check all that apply.

☐ I am willing to chaperone and have an approved volunteer application on file.

☐ My child will be purchasing lunch (Peanut Butter and Jelly Sandwich, Carrot Sticks, Fresh Fruit, and Milk) from the cafeteria.

☐ My child will be bringing a lunch from home. I understand the lunch must be in a disposable bag.

✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂✂

Parent/Guardian, keep this section as your reminder.

Child's name ____

Field trip name ____

Date of field trip ______________________________________

Cost of field trip ______________________________________

Lunch (cafeteria or from home in disposable bag) ________________

VOLUSIA COUNTY SCHOOLS
FIELD TRIP PARENT PERMISSION FORM
SECONDARY

Complete the form in its entirety. It should be on file at the school/site at least five days prior to departure.

My son/daughter _____ has permission to participate in
(legal name)

_____ on _____
(event) (date(s)

from _____ A.M./P.M. to _____A.M./P.M at _____
(address)

Cost to student is $_____.

☐ My child will purchase lunch (Peanut Butter and Jelly Sandwich, Carrot Sticks, Fresh Fruit, and Milk) from the cafeteria.

I understand that my son/daughter will travel by:

☐ Activity bus ☐ District-owned vehicle ☐ School bus ☐ Private carrier/vehicle

☐ Commercial carrier - name of carrier _____

_____ _____
Signature of Sponsor Date

_____ _____
Signature of Principal Date

PARENT INFORMATION

I realize that the teacher in charge will exercise precaution for the safety of students involved in this event, and I agree to assume full responsibility for any unforeseen accident which might occur during travel or while participating in this program. I further assure that my son/daughter has been instructed to comply with the regulations of the school, teachers, sponsors, and/or chaperones who are in charge of the activity.

Note: Should the field trip be canceled for security reasons, students and their parents/guardians will incur the financial expense beyond what can be reimbursed. Should it become necessary to send my son/daughter home early from this field trip due to inappropriate behavior, I realize that I will incur the financial responsibility of this action.

_____ _____
Parent/Guardian Signature Date

_____ _____
Home Phone Number Emergency Phone Number

STUDENT INFORMATION

I realize that it is my responsibility to determine what school work is missed and to complete it outside of regular class time and within the time guidelines set by the teacher. I understand that the Code of Student Conduct shall be applicable for the duration of all field trips.

_____ _____
Student Signature Date

_____
Home Address

Teacher, this form is to be completed and in the appropriate office prior to leaving for the field trip. This field trip has been approved by the principal and/or school board. The student has the right to complete, within the teacher's time schedule, any class work missed, without penalty, due to this field trip.

Block/period	Teacher's signature	Block/period	Teacher's signature	Block/period	Teacher's signature

Revised: 07/09/2012
Distributed by: Middle & High School Services
2005-022-VCS

VOLUSIA COUNTY SCHOOLS
SCHOOL-RELATED ACTIVITIES LIABILITY/MEDICAL WAIVER

Name of Student _____ Emergency Phone Numbers _____
Name of School _____ Current School Year _____
Date of Birth _____ Place of Birth _____

For high school students only – I voluntarily choose to participate in one or more school-related activities during the current school year. The School-Related Activities Agreement for the above school is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the school and Florida High School Athletics Association (FHSAA).

_____
Student's Signature Date

PARENT/GUARDIAN INFORMATION

RELEASE WAIVER OF LIABILITY – I, the undersigned parent/guardian, give permission for the above-named student to participate in any school-related activities. I hereby release, waive, discharge and covenant not to sue the School Board of Volusia County, its directors, officers, agents and employees all for the purpose hereby referenced as "releases," for all liability to the above-named student and/or undersigned, for any and all loss, injury, damage, and any actions, claims, demands, damages, costs or expenses therefore, which the above-named student or I may have against releases arising out of, or in any way connected with, the above-named student's participation in any school-related activity. The insurance company that covers any medical expenses related to injuries sustained as a result of the above-named student's participation in any school-related activity follows.

Medical Insurance Company Name _____Policy # _____

SPECIAL HEALTH CARE INFORMATION (allergies, medications, treatments, etc.)

_____
_____
_____
_____
_____

_____ _____
Parent/Guardian Signature Date

Revised 9/16/2004
Created by Middle & High School Services
2005-024-VCS

VOLUSIA COUNTY SCHOOLS
PARENTAL PERMISSION FOR SWIMMING

This form must be completed in its entirety and on file at the school/site at least five days prior to departure.

I, _____, declare by my signature
(name)

below that my son/daughter, _____, has my
(name)

permission to swim while participating in the approved field trip,

_____
(event/place)

which leaves on _____ and returns on _____.
(day/month/year) (day/month/year)

I understand that a certified lifeguard will be present while my child is swimming.

_____ _____
Parent/Guardian Signature Date

Revised 9/16/2009
Created by MS Services

2005-023-VCS

VOLUSIA COUNTY SCHOOLS
EMPOWERING A CULTURE OF EXCELLENCE

PRIVATE VEHICLE INFORMATION

This form must be completed in its entirety and on file at the school/site at least five days prior to departure.

School Name_____

School-Related Activity/Field Trip _____

Date of Activity/Field Trip _____ Sponsor _____

Name of Driver **(must be 21 years of age or older)** _____

Names of students who will be transported in this private vehicle:

Vehicles used to transport students on school-sponsored activities, including privately-owned vehicles, shall meet federal safety standards for passenger cars or school buses. State Board of Education Rules prohibit the use of multi-purpose vehicles, including vans, mini-vans, pick-up trucks and four-wheel drive vehicles, which do not meet the federal safety standards for passenger cars or school buses to transport students on school-sponsored activities.

Motor vehicles with a gross vehicle weight (GVW) of 10,000 pounds or less must provide seatbelts for each occupant.

Each vehicle must be occupied by eight or fewer passengers with each having a seatbelt securely fastened at all times the vehicle is in operation.

School Board Policy and Procedure Requirements

Prior to school-related activity/field trip, drivers will provide a certificate of liability (copy of insurance policy) to the school principal or designee which clearly indicates the group(s) liability coverage with minimum limit of $25,000/$50,000 for any claim or occurrence.

Make of vehicle _____ **Model of vehicle** _____

Year of vehicle _____

Attached is the required copy of my driver's license and insurance policy. I am providing this transportation on a voluntary basis, and recognize that I will receive no compensation for the service, nor will I be covered by any of the school district's liability programs. I understand that should an accident occur, any claims riders may have will be submitted on my insurance.

_____ _____

Signature of Driver Date

SCHOOL-RELATED ACTIVITIES/FIELD TRIP RELEASE

Today's Date: _____

I, _____ hereby accept my student, _____ into my care and safekeeping. This releases the Volusia County School District from any duty or liability with respect to the transportation of my student to and/or from today's school-related activity/field trip.

Initial one or more:

- ☐ I will transport my student **to** the school-related activity/field trip.
- ☐ I will transport my student **from** the school-related activity/field trip.
- ☐ I give permission for my student to drive him/herself to and from the school-related activity/field trip.
- ☐ I give permission for my student to be driven to the school-related activity/field trip by another parent (who has submitted the required Private Vehicle Information form #2006-193 VCS).

_____ _____
Parent/Guardian Signature Date

_____ _____
Principal/Designee Signature Date
(Indicating approval)

Note: It is recommended that all students be transported via school/site arrangements. It is the principal's discretion whether or not 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 of Volusia County from any and all liability that may arise as a result of this alternate means of transportation.

Spanish Document Directions

The forms found on pages 21-25 can also be obtained in a Spanish version by going to the School District webpage, go to staff applications under the staff page and then forms management type in the form number and the page will also bring up the link to the Spanish version.

VOLUSIA COUNTY SCHOOLS

Application to Drive County Vehicles

Category 1

Full Name (printed):

Non-CDL applicants who operate school board owned/leased vehicles and will transport students OR CDL applicants who will operate school board owned/leased vehicles must possess a valid appropriate class Florida driver license and meet the following minimum standards.

Denial of clearance is based on but not limited to the criteria listed below:

Conviction of any felony with a motor vehicle any time in the past	☐ Yes ☐ No
Conviction of leaving the scene of a crash resulting in personal injury any time in the past	☐ Yes ☐ No
Conviction of two or more traffic misdemeanors within the past five years	☐ Yes ☐ No
Conviction of one DUI within the past ten years	☐ Yes ☐ No
Two or more convictions of DUI	☐ Yes ☐ No
Conviction of reckless driving within the past ten years	☐ Yes ☐ No
Two or more convictions of driving while license suspended, revoked or cancelled if the suspension is due to prior violations committed by the driver	☐ Yes ☐ No
Conviction of speeding 25 MPH or over the posted speed limit within the past five years	☐ Yes ☐ No
Conviction of leaving the scene of a crash resulting in property damage within the past ten years	☐ Yes ☐ No
Conviction of speeding in a school zone within the past five years	☐ Yes ☐ No
Conviction of passing a stopped school bus within the past five years	☐ Yes ☐ No
Two or more convictions of any one or combination of the following infractions within the past three years: • Speeding in excess of 15 mph within the past ten years • Improper or erratic lane change • Following too closely • Careless driving • Failing to stop at a railroad crossing	☐ Yes ☐ No
Two or more refusals to submit to an alcohol/drug test as required by a state's implied consent laws/regulations	☐ Yes ☐ No
One failure to submit to an alcohol/drug test as required by a state's implied consent laws/regulations within the past ten years	☐ Yes ☐ No
Accumulation of 12 or more MVR points within the past five years	☐ Yes ☐ No

*A yes to **any** of the above criteria automatically disqualifies the applicant for the specified time period which is calculated from the date of application into the past.*

Application to Drive County Vehicles

Category 1

The following information ***must be completed in its entirety*** for identification purposes when checking driving history records. It is confidential and will not be used for any other purpose.

Please print clearly.

Full Name (printed): Date of Birth:

Social Security #: Sex: ☐ Male ☐ Female

Position Currently Held: Worksite:

Current Driver's License #: Issuing State: Class:

Other Driver's License #: Issuing State: Class:

Print other names you have used:

Dates used:

Address:

Authorization and Release

During the application process and at any time during my employment, I hereby authorize the School Board of Volusia County to procure a Division of Motor Vehicle Driving History Report, which I understand will be used to assess my qualifications and driving history to operate vehicles owned and/or leased by the School Board of Volusia County.

Applicant's Name (printed)

Applicant's Signature Date

The applicant must obtain his or her supervisor's approval to apply to operate school board owned and/or leased vehicles.

Supervisor's Name (printed)

Supervisor's Signature Date

Application to Drive County Vehicles

Category 1

I understand that any citation received, whether in a Volusia County Schools vehicle or personal vehicle, must be reported to the Office of Professional Standards.

I have read and I understand Policy 505 and all listed procedures.

Name: _____

Position: _____

Department: _____

Signature: _____

Date: _____

VOLUSIA COUNTY SCHOOLS

Application to Drive County Vehicles

Category 30

Full Name (printed): _____

Non-CDL applicants who operate school board owned/leased vehicles and will NOT transport students must possess a valid appropriate class Florida driver license and meet the following minimum standards.

Denial of clearance is based on but not limited to the criteria listed below:

Conviction of any felony with a motor vehicle, within the past twenty years	☐ Yes ☐ No
Conviction of leaving the scene of a crash resulting in personal injury, within the past fifteen years	☐ Yes ☐ No
Conviction of two or more traffic misdemeanors, within the past five years	☐ Yes ☐ No
Conviction of one DUI, within the past ten years	☐ Yes ☐ No
Two or more convictions of DUI, within the past twenty years	☐ Yes ☐ No
Conviction of reckless driving, within the past ten years	☐ Yes ☐ No
Two or more convictions of driving while license suspended, revoked, or canceled, within the past twenty years	☐ Yes ☐ No
Conviction of speeding 25 MPH or over the posted speed limit, within the past five years	☐ Yes ☐ No
Conviction of leaving the scene of a crash resulting in property damage, within the past ten years	☐ Yes ☐ No
Conviction of speeding in a school zone, within the past five years	☐ Yes ☐ No
Conviction of passing a stopped school bus, within the past five years	☐ Yes ☐ No
Two or more convictions of any one or combination of the following infractions	☐ Yes ☐ No

- Speeding in excess of 15 mph, within the past ten years
- Improper or erratic lane change, within the past three years
- Following too closely, within the past three years
- Careless driving, within the past three years
- Failing to stop at a railroad crossing, within the past three years

Two or more refusals to submit to an alcohol/drug test as required by a state's implied consent laws/ regulations, within the past twenty years	☐ Yes ☐ No
One failure to submit to an alcohol/drug test as required by a state's implied consent laws/regulations, within the past ten years	☐ Yes ☐ No
Accumulation of 12 or more MVR points, within the past five years	☐ Yes ☐ No

*A yes to **any** of the above criteria automatically disqualifies the applicant for the specified time period which is calculated from the date of application into the past.*

Application to Drive County Vehicles

Category 2

The following information ***must be completed in its entirety*** for identification purposes when checking driving history records. It is confidential and will not be used for any other purpose.

Please print clearly.

Full Name (printed): Date of Birth:

Social Security #: Sex: ☐ Male ☐ Female

Position Currently Held: Worksite:

Current Driver's License #: Issuing State: Class:

Other Driver's License #: Issuing State: Class:

Print other names you have used:

Dates used:

Address:

Authorization and Release

During the application process and at any time during my employment, I hereby authorize the School Board of Volusia County to procure a Division of Motor Vehicle Driving History Report, which I understand will be used to assess my qualifications and driving history to operate vehicles owned and/or leased by the School Board of Volusia County.

Applicant's Name (printed)

Applicant's Signature Date

The applicant must obtain his or her supervisor's approval to apply to operate school board owned and/or leased vehicles.

Supervisor's Name (printed)

Supervisor's Signature Date

Application to Drive County Vehicles

Category 2

I understand that any citation received, whether in a Volusia County Schools vehicle or personal vehicle, must be reported to the Office of Professional Standards.

I have read and I understand Policy 505 and all listed procedures.

Name: _____

Position: _____

Department: _____

Signature: _____

Date: _____

VOLUSIA COUNTY SCHOOLS

ATTENDANCE VERIFICATION

SCHOOL NAME:____

This form must be completed and in the attendance office prior to departure, if the school wishes to use it.

Teacher/Sponsor Name ____

Field Trip/Activity ____

Destination ____

Date(s) of Field Trip/Activity ____

List student names (or attach a roster) with alpha identification numbers.

Alpha	Student Name	Alpha	Student Name

Revised 9/16/2004
Created by Middle & High School Services

2005-026-VCS

Proposed 2025 Volusia County School Board Meeting Calendar

Date & Meeting Details

Regular Session Board Meetings: Begin at 4:30 pm

Workshop/Work Sessions: Begin at 12:30 pm

Items Due to BoardDocs on Specified Date by: 2:00 pm

All meetings held in the Board Room at the DeLand Administrative Complex.

BOARDDOCS ITEMS DUE	AGENDA GOES PUBLIC	WORKSHOP/WORK SESSION	REGULAR SESSION BOARD MEETING
Dec. 18, 2024	Jan. 7	Jan. 14	Jan. 14
Jan. 13	Jan. 21	-	Jan. 28
Jan. 27	Feb. 4	Feb. 11	Feb. 11
Feb. 10	Feb. 18	-	Feb. 25
Feb. 24	Mar. 4	Mar. 11	Mar. 11
Mar. 10	Mar. 14	-	Mar. 25
Mar. 24	Apr. 1	Apr. 8	Apr. 8
Apr. 7	Apr. 15	-	Apr. 22
Apr. 28	May 6	May 13	May 13
May 19	May 27	Jun. 3	Jun. 3
Jun. 9	Jun. 17	-	Jun. 24
Jul. 14	Jul. 22	Jul. 29	Jul. 29
Jul. 28	Aug. 5	Aug. 12	Aug. 12
Aug. 11	Aug. 19	-	Aug. 26
Aug. 25	Sep. 2	Sep. 9	Sep. 9
Sep. 8	Sep. 16	-	Sep. 23
Sep. 29	Oct. 7	Oct. 14	Oct. 14
Oct. 13	Oct. 21	-	Oct. 28
Nov. 3	Nov. 10	Nov. 18	Nov. 18 (+ Org. Mtg.)
Nov. 21	Dec. 2	Dec. 9	Dec. 9

Celeste Gilmore, Agency Clerk ccgilmor@volusia.k12.fl.us
x 20218

2025-26 School Year Block-Out Dates

5/19/25 (Dates Subject to Change)

State Testing:

Block-out dates are intended to keep students and staff directly impacted by state testing in the classroom environment prior to and during testing.

- FAST PM1 Block-Out Dates: **August 18-28 (3-10)**
  September 2-September 12 (K-2)
- FAST PM2 Block-Out Dates: **January 6-13 (Grades 3-10); January 7-23 (K-2)**
- B.E.S.T. Writing Block-Out Dates: **March 23-31 (Grades 4-10)**
- EOC Assessment Block-Out Dates Secondary: **April 23-May 28**
- FAST PM3 Block-Out Dates: **April 13-April 24 (K-2); April 27-May 14 (Grades 3-10)**
- Science Block-Out Dates: **May 4-12 (Grade 8); May 11-19 (Grade 5)**

During Block-Out Dates for State Testing schools should abide by the following:

- No temporary duty should be approved for a teacher who is impacted by testing if a substitute is required.
- No staff development that requires a teacher to miss class should be scheduled.
- No student should participate in an activity that prevents them from taking a state assessment.
- Co-curriculum activities such as music competitions, science fairs, and FFA competitions are allowed. Please communicate with your school's testing coordinator so arrangements can be made for these students to test around these activities.
- Field studies can be approved for grades/subjects not scheduled to test.

In addition to the above guidelines, the collective bargaining agreement between the School Board and VTO contains the following restrictions on Paid Personal Leave:

> ***Paid Personal Leave shall not be used during the week prior to the FAST ELA and Math, B.E.S.T. Writing, and Statewide Science being administered, or on any day in which those assessments are being administered, excluding make up days, without the specific approval of the principal.***

Please note that there is no guarantee that Paid Personal leave requests will be approved for a teacher during the week prior to, or day of an **EOC exam** for a course taught by that teacher.

Any modifications to these guidelines must be approved by your Executive Director

TESTING CALENDARS

- 2025-2026ElementaryVBAandStateTestingCalendarDRAFT 5.19.25.pdf
- 2025-2026MiddleSchoolVBAandStateTestingCalendarDRAFT 5.19.25.pdf
- 2025-2026HighSchoolVBAandStateTestingCalendarDRAFT 5.19.25_2.pdf

Student Transportation Services

School Year 2025-2026

Educational and Extracurricular Field Trips

Trip Procedures

VOLUSIA COUNTY SCHOOLS

EMPOWERING A CULTURE OF EXCELLENCE

STUDENT TRANSPORTATION SERVICES

EDUCATIONAL AND EXTRACURRICULAR FIELD TRIPS

I. Educational and Extra Curricular Field Study Trip Request:

A. The school must submit a Field Study Trip request through the "T.O.M. Webtrip" program (http://webtrips.volusia.k12.fl.us) at least 21 working days prior to the trip.

B. Request for approval and assignment must be submitted to the appropriate transportation office that services your school through the T.O.M. Webtrip program as indicated on the following page:

Student Transportation Services

Madsen A. Cange, *Director of Student Transportation Services*
Craig Pender, *Assistant Director - East Volusia Operations & Administration*
Betsy Burris, *Assistant Director - West Volusia Operations & GIS/Routing*
Chris Boyer, *Assistant Director - Fleet & Finance*
Nina Broxton, *Administrative Secretary (X 50546)*

AREA ONE (0365) Northeast Volusia (386) 258-4677 Arthur Miley Manager, XT. 50512 Ron Pannullo Lead Driver/Trainer, XT. 50523 Lauri Savino Office Specialist III, XT. 50506 Eddy Charles Routing Analyst, XT. 50553	AREA TWO (0368) Southeast Volusia (386) 258-4677 Portia Jones Manager, XT. 50504 Luann Moyer Lead Driver/Trainer, XT. 50567 James Miller Office Specialist III, XT. 50510 Becky Blankenship, XT. 50552 Eddy Charles, XT. 50553*	AREA THREE (0364) New Smyrna Beach/Oak Hill (386) 424-0053 Kelly Butler Manager, XT. 33110 Sarah Bailey Lead Driver/Trainer, XT. 33112 Jared Sheffield Office Specialist III, XT. 33111 Becky Blankenship Routing Analyst, XT. 50552	AREA FOUR (0363) Northwest Volusia (386) 736-6753 Kelly Butler Manager, XT. 20836 Kathy Sievert Lead Driver/Trainer, XT. 20837 Karen Tubb Office Specialist III, XT. 20835 Carletha Jackson Routing Analyst, XT. 50555	AREA FIVE (0361) Deltona (386) 575-4200 Grisel Cruz-Sosa Manager, XT. 40022 Vilma Munoz Lead Driver/Trainer, XT. 40015 Norma Hermina Office Specialist III, XT. 40002 Miguel Nolasco Routing Analyst, XT. 50551	AREA SIX (0362) Southwest Volusia (386) 575-4200 Kathy Andrews Manager, XT. 40046 Mark Soto Lead Driver/Trainer, XT. 40032 Monica Lemus Office Specialist III, XT. 40000 Miguel Nolasco Routing Analyst, XT. 50551
Beachside Elem 4364 Champion Elem 2734 David C Hinson MS 7831 Holly Hill K-8 2721 Mainland HS 3436 Ormond Bch Elem 1114 Ormond Bch MS 4235 Ortona Elem 4334 Osceola Elem 4364 Palm Terrace Elem 2451 Pathways Elem 0761 Pine Trail Elem 0821 Seabreeze HS 5836 Tomoka Elem 0734 Westside Elem 3251	Atlantic HS* 4941 Campbell MS* 0745 Horizon Elem 3451 Longstreet Elem 3234 Port Orange Elem 4934 Riverview Ctr 5434 Riverview Elementary Ctr 5434 Silver Sands MS 3431 South Daytona Elem 6234 Spruce Creek Elem 4531 Spruce Creek HS 4436 Sugar Mill Elem 4621 Sweetwater Elem 4951 Turie T. Small Elem* 6144	Chisholm Elem 0949 Coronado Elem 1237 Creekside MS 7797 Cypress Creek Elem 7921 Edgewater Elem 3697 Indian River Elem 3651 New Smyrna Beach HS 3839 New Smyrna Beach MS 3931 Read Pattillo Elem 5037	Blue Lake Elem 0621 Citrus Grove Elem 7981 DeLand HS 1453 DeLand MS 1531 Freedom Elem 7781 George Marks Elem 3631 McInnis Elem 1631 Pierson Elem 4831 Southwestern MS 6343 Starke Elem 6441 Taylor M/H 6633 Woodward Elem 1491	Deltona MS 1702 Discovery Elem 6751 Enterprise Elem 1931 Forest Lake Elem 7751 Friendship Elem 6851 Heritage MS 7771 Osteen Elem 2021 Pine Ridge HS 6881 Pride Elem 7931 Sunrise Elem 6841	DeBary Elem* 7761 Deltona HS 6761 Deltona Lakes Elem 1811 Galaxy MS 6791 Highbanks Ctr 2041 Highbanks Elementary Ctr 2041 Manatee Cove Elem* 7881 Orange City Elem* 4131 River Springs MS* 7741 Spirit Elem 7871 Timbercrest Elem 6781 University HS* 1551 Volusia Pines Elem 6871

GIS/Routing (386) 258-4677	Recruitment, (386) 258-4677	Dispatch East, (386) 258-4677	Dispatch West, (386) 736-6753	Finance, (386) 258-4677	Fleet Shop Manager
Beatriz Avram, Manager - XT. 50556 Charmine Relf, Specialist - XT. 50554	Curlease Kelly, XT. 50535 Jeanette Quinonnes, XT. 50540	Ed Beute, XT. 50565	Libby Knight, XT. 20854	Laurie Rumer, XT. 50559	John Wilson, XT. 50531 (Daytona) Mike Buchanan, XT. 20832 (Deland) Jim Carlyon, XT. 40004 (Deltona) Mike Parris, XT. 33114 (NSB)

Updated 12/04/2024

II. Definition of Trip Types:

A. AFTER - HOUR TRIPS (A) are trips with a designated starting or ending time between the hours of 5:00 P.M. and 5:00 A.M. on a school day or anytime on weekends, holidays, or non-school days.

B. BETWEEN - HOUR TRIPS (B) are trips on a school day with a designated starting and ending time between 9:45 A.M. and 2:00 P.M. (***MUST RETURN TO SCHOOL BY 1:30 P.M. - EARLY RELEASE DAYS BY 1:00 P.M.)***

C. EMERGENCY TRIPS (C) are trips assigned within seventy-two (72) hours of a trip.

D. SPLIT TRIPS (S) may be made at the discretion of Student Transportation Services. Time and mileage will be calculated from Storage to Storage

F. NO BUS OPERATOR NEEDED TRIPS (N) are trip requisitions for a school bus only. The school is providing a bus operator, who is not currently employed as a Volusia County School Bus Operator and/or Bus Attendant, but who is certified by Volusia County Schools - Student Transportation Services.

III. Times:

A. The use of school buses for educational or extracurricular field study trips are limited to times that do not interfere with regular scheduled home-school-home routes.

IV. Request Through the T.O.M. Webtrip program:

A. A Field Study Request must be requested through the "T.O.M. Webtrip" program for each field study trip per day at least 21 working days prior to the field trip date. Schools requesting Field Study Trips within the 21 working days may continue to submit via the "T.O.M. Webtrip" program but will need to follow through with a phone call to the transportation site in charge of the school center. Once the request is received, transportation will approve/deny the trip. The school may verify the status of the trip via the "T.O.M. Webtrip" program.

B. The account string must be completed on the request in "T.O.M. Webtrip" program. The default funding source is:

Fund				Function				Account			Cost Ctr			Unit				Project				
1	1	0		7	8	0	0		3	6	1	O	R	G	1	0	1		0	0	0	0	

C. The principal or designee of the school or department administrator requesting Educational and Extra Curricular Field Study trips must sign the requisition and keep on file at the school.

D. Failure to adhere to the above procedures may result in denial of the trip.

V. Fees:

A. Student Transportation Services shall be paid at the rate of **$33.00 per hour (subject to change without notice).** Time will be computed from when the bus departs the original pick - up until arrival back to the drop off point after its destination.

B. An operator on an overnight Educational, Extra Curricular or Field Study trips shall be paid actual driving time or a minimum eight (8) hours whichever is greater.

C. Travel expenses shall be paid in accordance with School Board Policy, or the user will provide meals and lodging for the bus operator. **THIS APPLIES TO ALL CONTRACTS OUT OF COUNTY TRIPS.** (See Out of County Travel **Policy** for reference. **Overnight trips only**)

D. Mileage shall be computed at a rate of **$1.70 per mile (subject to change without notice);** from the time the bus departs the original pick - up until arrival back to the drop off point after its destination.

VI. Payment:

A. Schools / Departments will be billed for mileage and operator fee. An expenditure distribution with account strings will be submitted to Finance for payment.

B. To pay from Internal Accounts, enter the default account string. Issue a check from your Internal Account source, payable to the Finance Department to credit the default account string.

C. Student Transportation Services must be advised of cancellation in writing at least two (2) working days prior to the trip. A minimum charge of **$30.00** will be made for failure to properly cancel a trip.

D. Compensation will be made by the departments / schools for all damages to a bus incurred by transported students. Collection for payment will be the responsibility of the department or school. Charges for cleaning buses will be billed if the bus is not returned in the condition in which it was received.

VII. Bus Operator and Equipment:

A. Only an operator certified by Volusia County Schools – Student Transportation Services will be assigned to Educational and Extra Curricular Field Study Trips.

B. The bus operator shall assure the bus is clean, properly serviced, and in good mechanical order.

C. The bus operator shall go over the Emergency Evacuation procedure with the students before leaving on a field trip.

D. The bus operator is in authority and teachers / chaperones are required to assist the bus operator in maintaining order and observe all safety precautions.

E. All school buses owned, operated or under the control and supervision of the School Board of Volusia County, shall be used only for school purposes except on specific direction of the Superintendent, his designee, or the Director of Student Transportation Services.

F. School bus operators may not transport any object in a school bus, which is unsafe or objectionable for a regular school bus.

G. Under no conditions are articles to be placed in the aisle, windows, or block exit areas.

H. Students who are transported to athletic activities such as swim competition and football games will not be permitted to wear wet garments, shoes with metal cleats or any other clothing which would damage or make the Bus objectionable for regular use as a school bus.

I. Operators shall monitor the two-way radio at all times while the bus is in operation.

J. Operators are expected to be familiar with operating the child reminder system.

K. Operators must be knowledgeable on wheelchair lift operation where required.

VIII. Schools/Departments Should Be Familiar with The Following:

A. Posted bus rules must be observed at all times. The Code of Student Conduct and Discipline Policy Number 208 applies to all students on Field Study Trips.

B. Schools or departments are responsible for supplying directions to destinations for field study trips.

C. Buses shall travel only routes approved by Student Transportation Services.

D. All trips are to be carefully planned and adequately supervised per Instructional Policy Number 315 – Educational and Extracurricular Field Studies. It is the responsibility of the teacher to thoroughly familiarize the students with the bus rules and Student Code of Conduct. The teacher will remain with the bus operator until all passengers have completed the trip.

E. Schools using buses for field study trips are required to assist the operator to keep the bus clean. If excessive cleaning is required; the school will be charged an appropriate amount.

F. Teachers or chaperones are responsible for paying tolls and parking fees when required on field studies trips. School bus operators, teachers, and chaperones are not permitted to transport children who are not members of the requesting group.

G. F. S. 316.6145 – Motor Vehicle Law of Florida states: “Each passenger on a school bus that is equipped with safety belts or restraint system shall wear a properly adjusted and fastened safety belt at all times while the bus is in operation.”

IX. Chaperones:

A. All chaperones shall be selected and authorized by the principal.

B. Chaperones are to be selected in accordance with Instructional Policy Number 315 – Educational and Extracurricular Field Studies, which states: “Chaperones will be provided for each field study with the minimum ratio of chaperones set at one chaperone for each

ten students involved. The principal has the authority to make exceptions in unique and/or emergency situations or if the field study is to an adjunct classroom in Volusia County."

C. Support Services Policy Number 504 - Transportation states: carrying unauthorized personnel will not be permitted. "The only authorized passengers other than regular pupils are those presenting written permission signed by the school principal / designee or Student Transportation Services. An exception to the foregoing policy may be made in a determined emergency. In such emergencies, a passenger may be picked up and transported to the nearest location where help may be obtained."

X. Activity Buses/No Driver Needed:

A. In county educational or field study trips using school assigned activity buses – School Principal / designee shall maintain a daily log of activity bus usage and follow the **Activity Bus Procedures** established by Student Transportation Services. In county trips do not require request for field trip requisition.

1. 1. The bus operator shall go over the Emergency Evacuation procedure with the students before leaving on any trip.

B. Out of county educational or field study trips using assigned activity buses - Out of county trips in excess of a 75-mile radius will require a bus assignment from the designated terminal. The school or department will be charged **$1.70 per mile (subject to change without notice)** when using a bus assigned by a terminal. *When a replacement or additional bus is needed, the school must submit a Field Study Trip request through "T.O.M. Webtrip" program, if the date is more than 21 days from the trip. Schools requesting Field Study Trips within the 21 days may continue to submit via the "T.O.M. Webtrip" program but will need to follow through with a phone call to the transportation site in charge of the school center. Once the request is received, transportation will approve/deny trip. The school may verify the status of the trip via the "T.O.M. Webtrip" program. The school or department will be charged a rate equal to that identified in the Field Trip Procedures Guide when using a bus assigned by student Transportation Services.*

1. A preprinted trip completion form will be provided to the school's certified bus operator to record time and mileage and must be returned to Student Transportation Services (STS) immediately upon completion of the trip. Failure to return the completed trip ticket to STS will result in denying future trip requests and STS calculating the cost based on an estimated miles traveled using streets and maps.

2. If a trip is canceled, please note on trip completion form and forward to Student Transportation Services.

C. The School Bus operator must possess his/her CDL license with a "P & S" endorsement and a current Medical Examiners Certificate card while operating a school bus and have attended all required training.

D. A pre-trip inspection must be performed using form 2006-353VCS before each trip **and/or our current MDT devices installed on district school buses**. If the school bus is

unattended at its destination for any length of time, another pre-trip inspection must be performed. Each time a pre-trip inspection is performed; an inspection log **or MDT** entry must be completed and kept on file at the school for auditing purposes.

E. Crash Management packets must be in the operator's possession while operating any county owned vehicle.

F. Activity buses must be swept and cleaned after each use. The use of activity buses may be revoked for a period of time if left in poor or deplorable condition. Buses will be periodically checked by the Director of Transportation or designee. Buses assigned for out of county trips (no driver needed trips) that are not clean prior to turn-in will be charged a clean-up fee to the school or department that used the bus.

G. All accidents, incidents or violations shall be reported immediately in accordance with Support Services Policy Number 505 – Safe Operation of School Board Vehicles.

XI. Other Means of Transportation

A. Common carriers Instructional Policy Number 315 – Educational and Extracurricular Field Studies, Section IX (B). Approved carriers can be found on the School Board Intranet by accessing the following:

a. Choose "Index"
b. Select "Purchasing".
c. Select "Approved Charter Bus Lines"

B. Private or leased vehicles Instructional Policy Number 315 – Educational and Extracurricular Field Studies, Section IX (C).

Volusia County Schools
School Board Strategic Plan
2024-2027

Goal: Engage ALL students in high levels of learning EVERY day.

Guardrail 1: Recruit, retain, and develop high-quality staff.
Guardrail 2: Provide a safe, healthy, and supportive environment.
Guardrail 3: Ensure resources and operational processes are strategically aligned.
Guardrail 4: Strengthen communication and community engagement.

VOLUSIA COUNTY SCHOOLS
EMPOWERING A CULTURE OF EXCELLENCE