NATOMAS UNIFIED SCHOOL DISTRICT
OVERNIGHT/OUT OF STATE FIELD TRIP REQUEST

TO: Assistant Superintendent (School Leadership)

FROM: _____

DATE: _____

SUMMARY OF TRIP: *(ex: The ___ is requesting a __(#)__ day trip to __(location)__ to participate in __(event)__. Attach rationale for students to 1) travel to this event rather than find a comparable event in the local area and 2) miss class instruction to participate in this event.)*

_____

THIS FIELD TRIP ADDRESSES THE FOLLOWING STANDARDS OR LEARNING OBJECTIVES:

_____

DATE(S): _____

DESTINATION: _____

TRANSPORTATION:

_____

LODGING (Where):

_____

APPROXIMATE NUMBER OF STUDENT PARTICIPANTS: _____

CHAPERONES: ***list names and specify position/relation (i.e., teacher, administrator, parent, etc.) and gender. All chaperones must be fingerprinted and have proof of a current TB test.*** (chaperone: student ratio of 1: 15; attach list of chaperones if more space is needed)

_____

ITINERARY: (attach) Must include how students will be supervised during "down" time when not at scheduled events and while at the hotel.

TOTAL COST OF TRIP: _____ **COST PER STUDENT**: _____

How the trip will be funded:

_____

Additional information:

_____

_____ _____
Signature of Principal Date

_____ _____
Superintendent/Designee Date

☐ Approved ☐ Denied

No student shall be prohibited from participating in extra-curricular and co-curricular activities related to the educational program because of the inability to pay fees associated with the activity. (BP 6145(a), CR Title 5, §350)

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of funds. (BP 6153(b), EC §35330)

☞ *All school rules will be enforced, and appropriate permission forms will be completed.* ☜

Revised May 2026

NATOMAS UNIFIED SCHOOL DISTRICT

OVERNIGHT/OUT OF STATE FIELD TRIP PROCEDURES

DEFINITION:

An overnight field trip has been defined as a trip taken by one or more students, within or out-of-state or country, which requires the students to stay overnight.

The Board of Trustees believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting students' awareness of places and events. No trip shall be authorized if any student would be excluded from participation because of lack of funds, and no student shall be prohibited from participating in extra-curricular and co-curricular activities related to the educational program because of inability to pay fees associated with the activity (BP 6153(b), EC §35330, BP 6145(a), CR Title 5, §350).

PLANNING:

It shall be the duty of the certificated employee responsible for the overnight field trip to request site administrator agreement for the trip **PRIOR** to beginning any planning with students, parents, or community groups.

TRIP PLANS:

Plans for an overnight field trip shall be submitted on the *Overnight Field Trip Request Form* to the site administrator at least two months prior to the trip, excluding special events such as athletic playoffs or academic contests.

The site administrator shall submit the plan for the field trip to the appropriate director in the School Leadership department, who in turn shall present it to the Board of Trustees or designee for approval.

A plan for an overnight field trip must include the following information:

a) A complete itinerary detailing all events of the overnight field trip.
b) The estimated cost and source of funding of the overnight field trip.
c) Clearly defined rules and regulations of the overnight field trip.
d) Any exceptions must be approved by the sponsor and site principal prior to the trip.

LODGING:

Lodging of students for overnight field trips must be clearly defined and is limited to the following accommodations.

a) School facilities
b) Commercial lodging in a hotel or a motel

SUPERVISION:

a) Students on approved trips are under the jurisdiction of the school district and subject to school rules and regulations.
b) Teachers or other certificated or classified personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
c) Non-employee chaperones shall be 25 years of age or older.
d) Non-employee chaperones must secure Department of Justice clearance. Forms may be obtained at the Education Center.
e) Before the trip, teachers shall provide any adult chaperones that may accompany the students with clear information regarding their responsibilities.
f) Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
g) A minimum of one adult chaperone for every fifteen students is recommended and shall reflect an appropriate ratio of male and female supervision.
h) Teachers and chaperones shall not consume alcoholic beverages while on a trip or use tobacco in the presence of the students.

PERMISSION FORMS:

All students participating in an overnight field trip must complete and return parent permission forms. One copy will be kept on file in the school office until the completion of the trip. One copy will be given to the certificated advisor in charge of the group. Students will travel to and from all events under school or parent supervision.

TRANSPORTATION:

School buses or school vehicles may be used for overnight field trips. Requests for transportation must be submitted to the Field Trip Coordinator ten (10) school days prior to the field trip. No district employee, chaperone, coach, or volunteer off-campus coach may drive after 16 consecutive hours have elapsed since first reporting for duty. Persons not employed by the district must also comply with this 16-hour requirement.

All standard safety precautions and traffic laws must be observed.

Commercial vehicles, charter buses, rental vans, or private automobiles may be used only with prior approval of the District Transportation Supervisor and Superintendent, or designee. Arrangements made by advisors should include a complete written legal authorization of the commercial carrier to transport public school students.

LIABILITY COVERAGE EXCLUSION – 15-PASSENGER VANS

Federal law prohibits auto dealers and rental agencies from selling or leasing commercial vehicles designed to carry more than 10 passengers, including the driver, for the purpose of transporting school children unless the vehicle meets the specified safety requirements for school buses. Further information on federal requirements for student transportation can be found at www.nhtsa.dot.gov, the website for the National Highway Traffic Safety Administration.

Drivers of private automobiles must submit a completed ***School Driver Certification Form*** to the school administrator. Drivers with more than two (2) DMV points, or a conviction (within five years) for reckless driving or driving under the influence, may NOT drive on behalf of the district.

OUT-OF-COUNTRY TRIPS:

Approval of education field trips, not financed by school district funds, to foreign countries by school-related social, educational, or cultural organizations may be granted by the Board of Trustees.

NATOMAS UNIFIED SCHOOL DISTRICT

FIELD TRIP PROCEDURES

Educational field trips are encouraged in the Natomas Unified School District (NUSD). In order to assure a successful field trip, the following procedures must be followed.

**items in red must be submitted for District approval

☐ Complete a ***Field Trip Request Form***.

☐ Principal approved ***Field Trip Request Form***

☐ Informational flyer that should include field trip cost, type of transportation, date and time.

☐ Completed ***Field Trip Permission/Emergency Information Forms*** to students. Completed and signed forms shared in an electronic Google folder one week before trip ☐ Medical form completed
☐ Itinerary attached

☐ Make the necessary arrangements with the location of the field trip. Before finalizing any trip plans, call the field trip coordinator at 567-5495 to check bus availability if bus transportation is required.

☐ When approved, arrange for a substitute. Follow the substitute procedures and complete an ***Employee Absence and Substitute Request Form***.

☐ Distribute approved informational flyer to students.

☐ Arrange for transportation. (See the NUSD Transportation Department's Field Trip Information for Teachers page included with this packet.)

☐ Be sure you have the appropriate number of chaperones for the number of students (1 to 15 ratio).

☐ Collect money for the field trip. Money collected from students must be submitted to the student body bookkeeper on a daily basis. **Do not keep money overnight**. Issue a receipt for all money collected. All money for the field trip should be collected and turned in at least **one week** before the trip is to take place.

☐ Distribute ***Out of Class Permission Forms*** to middle and high school students if trip is taking place during school hours.

☐ Collect completed and signed ***Field Trip Permission/Emergency Information Forms***. Keep forms in your files and take them on the field trip.

☐ Submit a list of participating students (with the field trip information and a list of chaperones attached) to the front office at least **three days** prior to the trip. **The chaperone list should have phone numbers noted.**

☐ Collect ***Out of Class Permission Forms*** with teachers' signatures and keep in your files.

☐ E-mail the names of the participating middle school and high school students to teachers, administrators, and attendance personnel the day before the trip.

☐ Remind students that the school rules and dress code policies apply to any and all field trips.

NATOMAS UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT

FIELD TRIP INFORMATION FOR TEACHERS

REQUESTING BUSES

1. Except when parent drivers or public transit (i.e., RT buses, light rail) are used, all transportation must be arranged through the Transportation Department. Private carriers must be approved by the Transportation Department.
2. ***Before finalizing any trip plans***, call the Field Trip Coordinator at 567-5494 to check bus availability.
3. Fill out the "TRANSPORTATION REQUEST" form completely. Be specific about your needs. Examples of needs which must be known in advance: access to parked buses while at the destination, luggage space, stops en route.
4. Please provide street addresses for destinations. This is not necessary for major attractions such as the Railroad Museum, the Capitol, Marine World, or the Exploratorium.
5. How to estimate bus cost:

   Enter the number of hours that will elapse from the initial load time to the final return time. Bus drivers must be allowed one 15-minute duty-free break during each 4 hours and a 45-minute duty-free meal period during each six hours on duty.

   Enter the estimated number of miles the bus will travel from school to the destinations and back to school.

   Enter the estimated cost of parking and bridge tolls. Bridge tolls are usually $10.00 for buses.

   Enter the total cost per bus, then cost per bus times the number of buses.

   If you do not need the bus to stay at the destination, add mileage and reduce the number of hours to reflect that the bus will return to the yard. Allow 1 hour for the round trip from the destination to the yard and back. This may reduce your cost.
6. Submit transportation request forms to principals at least two weeks prior to trips. Your trip request may be denied if received by the Transportation Department less than one week prior to your trip date.
7. Your bus is not confirmed until you receive a copy of the TRANSPORTATION REQUEST form, which has been approved by the Transportation Department. If you do not receive a copy showing approval, assume that you do not have a bus.

DURING TRIPS

1. Bus drivers are required by law to review bus rules and emergency procedures with passengers before departures. This usually takes 3 to 4 minutes.
2. Students will not be transported unless a teacher is aboard each bus.
3. So that drivers may devote their full attention to the safe operation of their buses, teachers must actively supervise students while on the bus.
4. All passengers must follow the bus rules listed in the student handbook and posted in the buses. Adults are expected to be good examples for students by following the rules.
5. STATE LAWS: Adults may leave their seats only to deal with disciplinary problems or when asked to do so by the driver. Students may never leave their seats while the bus is in motion.

6. Bus drivers have authority over all passengers on or near buses.
7. Bus drivers will strictly adhere to trip itineraries as shown on approved transportation requests. Changes in itineraries during trips must be approved by the Transportation Department. Field trip buses may be committed to other assignments immediately following trips or during layovers. Please be aware that if you return late from your trip, bus service for other schools may be adversely affected.
8. Only parents or other adults approved by the school principal or the transportation director are allowed to accompany students on buses. Except for school-age children of bus drivers, children not enrolled in Natomas schools will not be allowed on buses.
9. Bus drivers may choose to discontinue any trip and return to school if a group's behavior is unacceptable.
10. Video cameras may be used to record student behavior.

NATOMAS UNIFIED SCHOOL DISTRICT

OUT OF CLASS PERMISSION FORM

_____ is participating in an activity making it necessary that miss your class on:

Day: _____

Date: _____

Time: _____

This student is well aware of the school's expectation that they will make up any work assigned during this absence.

Your signature below indicates that this student's current academic standing in your class permits them to be absent from your class.

Per.	Teacher	Teacher's Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			

NATOMAS UNIFIED SCHOOL DISTRICT

Field Trip Permission
Emergency Information

The teacher shall carry this form while on the field trip.

_____ is planning a field trip to _____ on

_____ from _____ to _____

The purpose of the field trip is _____.

Your son/daughter will be transported by:

☐ Natomas Unified School District bus
☐ Other Natomas Unified School District vehicle
☐ Commercial transportation
☐ Private automobiles
☐ Walking

My son/daughter ____, has my permission to participate in the field trip on ____. I understand the school rules and dress code are in effect during the field trip and will be enforced.

Please indicate the action desired in the event of an accident or emergency. Fill out 1, 2, and 3 if applicable.

1. In the event of an accident or other emergency, when a parent/guardian is unavailable, I hereby authorize a representative of the school to make sure arrangements are made for my child to receive medical or hospital care as the school representative considers necessary, including necessary transportation. Under such circumstances, I further authorize the physician named below to undertake such care and treatment of my child as he/she considers necessary. In the event the said physician is not available, I authorize such care and treatment to be performed by any licensed physician or surgeon.

THE UNDERSIGNED HEREBY AGREES TO BEAR ALL COSTS INCURRED AS A RESULT OF THE FOREGOING.

Physician's Name:_____ Phone Number:_____

Medical Plan:_____ Military I.D. No.:_____

Patient's Medical No.:_____ Other:_____

2. I do not choose the above statement and desire the following action.

   _____

3. My son/daughter has the following medical condition(s):

   _____

_____ _____
Student Name Date

_____ _____
Parent/Guardian Signature Date

_____ _____
Home Phone Work Phone

The school makes every effort to protect all students, but does not assume any liability for injury.

NATOMAS UNIFIED SCHOOL DISTRICT

TRANSPORTATION BY PRIVATE VEHICLE

Before transporting students on any field trip or activity, drivers shall register with the district by submitting a completed school driver registration form. Approved drivers shall receive safety and emergency instructions, which shall be kept in their car. All student passengers shall provide permission slips signed by their parents/guardians.

Drivers shall be required to possess a valid California driver's license and liability insurance of at least $100,000 per occurrence.

Owners, drivers, and passengers shall be informed that the registered owner and his/her insurance company are responsible for accidents that may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of $300,000 or more per occurrence.

All drivers and passengers shall wear seat belts in accordance with the law. (Vehicle Code 27315)

Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten. (Education Code 39830)

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from district funds.

NATOMAS UNIFIED SCHOOL DISTRICT

SAFETY AND EMERGENCY INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.

2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.

3. Carry only the number of passengers for which your vehicle was designed**.** If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.

4. Require each passenger to use a safety belt.

In case of an emergency, keep all the children together and call _____.

Natomas Unified School District

VOLUNTEER AUTOMOBILE USE FORM

(One Form Required for Each Driver to be Approved)

Thank you for volunteering your time and your automobile to help transport our students to off-site events or activities. In order to protect the health and safety of our students, our District requires that anyone (employee or volunteer) using their personal automobile to transport students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least fifteen (15) days before you transport our students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

REQUIRED INFORMATION

Driver Information

Name of Driver: _____ Birth date: _____

Address: _____ Home Phone: _____ Cell Phone: _____

Driver's License No: _____ Exp. Date: _____

Vehicle Information

Owner's Name: _____

Address: _____

License Plate No.: _____ Registration Expiration: _____

Year/Make/Model: _____ Seating Capacity: _____

Insurance Information

Insurance Carrier: _____ Phone: _____

Policy Number: _____ Expiration Date: _____ Liability Coverage Limits: _____

We also require a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, please also be advised that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, your insurance will provide the primary coverage for any resulting bodily injury or property damage. The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the vehicle, including compliance with all speed limits and posted signs and placards.

2. I will not transport students in a vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport students unless I have a working seatbelt for each student, with seatbelts to be used at all times by myself and all transported students. The vehicle(s) may be inspected by District representatives.

3. I am over the age of 25 and will be the sole driver of the vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized students ride in the vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the vehicle to a specific activity, event, or competition ***if*** the destination involves an activity, event, or competition generally available to the public, or, at my expense and with District permission, I can purchase admittance for such other child.
4.

_____

Printed Name Signature Date

THIS FORM TO BE HELD ON FILE IN THE MAIN OFFICE FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF THE CURRENT SCHOOL YEAR

Business and Noninstructional Operations E3541.1(b)

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

	1. Be sure that you have registered with the district and have been approved for such purposes; have a valid driver's license and current liability insurance per district policy (min.$300,000 each occurrence).
	2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, doors, etc. The vehicle must be in excellent condition and repair.
	3. Fill the gas tank or have adequate gas for the trip.
	4. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
	5. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law. A child under age 6 or 60 pounds must be secured in a rear seat in an appropriate restraint system.
	6. Do not smoke while there are minors in the vehicle, as required by law.
	7. Obey all traffic laws and leave a safe distance when following another car (a minimum of one car length for every 10 miles/hour).
	8. Take the most direct route to the destination or event without unnecessary stops.

	9. Do not use a cell phone while driving.
	10. Carry health information and emergency medication (if needed) for each student in the vehicle
	11. Have the address and instructions to the destination; telephone number if applicable
	12. Carry plastic bags for car sickness.
	13. Do not allow students to change vehicles or leave with someone else. The teacher in charge is responsible for all seating assignments, changes in assignments, and permission slips to allow students to leave the trip with a parent or guardian.

SAFETY AND EMERGENCY INSTRUCTIONS

In case of an accident or emergency, call 911.

If the car breaks down, get as far off the road as possible and set the emergency flashers. Keep all students together in the car with seat belts on, unless it is not safe to do so.

If you need to exit the car for safety reasons, move the children well off the road and out of any danger from traffic or possible traffic incidents.

Call the district office at (916) 567-5400 (after school hours call _____).

Teacher in charge_____

Cell number of teacher-in-charge of the field trip _____

Vehicle carrying the first aid kit _____

DRIVER STATEMENT

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 and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the district.

_____ _____

Name Date

Natomas Unified School District
Connecting students to their future

RN Field Trip Health Review

This form must be submitted to the school nurse at least <u>30 days</u> prior to the scheduled field trip. The school nurse will review the class rosters of all participating students to identify any health conditions that may require medical staff support, staff training, health precautions, or accommodations.

Field Trip Details *(To be completed by staff organizing this field trip)*			
School Site			
Field Trip Location(s)			
Teacher(s)			
Grade Level(s)		**Class Period(s)**	
Date(s) of Field Trip		**Overnight Field Trip**	
Start Time		**End Time**	
Meals Served	☐ Breakfast ☐ Morning Snack ☐ Lunch ☐ Supper ☐ Dinner	**Approximate Times of Meals**	
Step 1: Health Assistant Review *(To be completed by Health Assistant Assigned to School Site)*			
Name of Health Assistant		**Date of Review**	
Required for Field Trip	**Notes/Dates of Action Items**		
☐ RX on Field Trip			
☐ Epi-Pen on Field Trip			
☐ Health Care Plans Printed for Field Trip			
☐ Other (Please specify)			

Step 2: School Nurse Health Review *(To be completed by School Nurse Assigned to School Site)*			
Name of School Nurse		**Date of Review**	
Required for Field Trip	**Notes/Dates of Action Items**		
☐ LVN or RN to Attend Field Trip			
☐ Health Assistant to Attend Field Trip			
☐ Health Care Plan to be reviewed with Field Trip Staff			
☐ Staff Training to Be Conducted			
☐ Other (Please specify)			
☐ Other (Please specify)			
☐ Other (Please specify)			