

FINANCE

Risk Management

Field Trips—Planning, Conducting, Financing

I. PURPOSE

To transmit forms and to provide important information (e.g., definitions, guidelines, prohibitions) for instructional program and student activity field trips.

II. ACTIONS REQUIRED

A. File new Notice 5790, for reference beginning March 15, 2004.

B. Discard this notice on January 24, 2005.

III. PROHIBITED STUDENT ACTIVITIES

The following list is to guide personnel who plan activities and events for students on field trips. A prohibited activity cannot be sponsored by Fairfax County Public Schools (FCPS).

- Airplane or Helicopter Rides
- All Terrain Vehicle (ATV) Rides
- Auto Racing
- Bike Riding
- Break Dancing
- Bungee Jumping
- Canoeing, Kayaking, Rafting, Rowboating, Sailing, or Tubing
- Cruises (elementary level only)
- Dodge Ball
- Fishing
- Gelatin, Mud, and Pudding Wrestling
- Hang Gliding
- Horseback Riding
- Hot Air Ballooning
- Ice Hockey
- Inflatable Slide
- Motorcycle Rides
- Paint Balls
- Parties on Watercraft
- Rappelling
- Running in School Hallways (e.g., spring athletic conditioning)
- Skiing (both snow and water)
- Snow Boarding

Swimming Pool Parties (e.g., in the neighborhood)
Trampolines
Velcro Wall

IV. GUIDELINES ON PARENTAL AUTHORIZATIONS

Parental authorizations are used to notify parents of proposed student activity field trips and to obtain permission for their child to participate. They are contracts between the parents of students and the schools and are used when field trips and other nonclassroom activities are planned.

Parents must be given adequate, specific information to allow them to make informed decisions about their children's participation in school-sponsored activities. A parental authorization, or an attachment to it, should clearly and specifically identify all significant activities. (See important notice at bottom of Attachments E, F, and H.)

Translations of parental permission forms are available online at <http://fcpsnet.fcps.edu/ssse/translations.htm>.

V. DEFINITION OF AN ITINERARY FOR UNUSUAL FIELD TRIPS

All unusual field trips must be assessed for safety and liability. An itinerary must accompany each unusual field trip request. Without an itinerary, unusual field trip request forms will be returned to schools—without review and/or approval.

An itinerary is a detailed explanation of planned activities for students while they are on a field trip. It should, at least, be the same information that is furnished to parents about the trip. Activities cannot be added to a field trip after a request has been approved (without further review and approval).

VI. FIELD TRIP FORMS

Attached are seven forms that are to be used for field trips, when applicable. They are:

- Attachment A, Request for Approval of Routine Field Trip
- Attachment B, Request for Approval of Unusual Field Trip
- Attachment C, Field Trip Driver's License and Vehicle Insurance Information
- Attachment D, Field Trip Luggage Search
- Attachment E, Parental Authorization and Acknowledgement of Risk for Field Trips
- Attachment F, Notice Regarding Proposed Trip Involving Students
- Attachment G, Request for Field Trip and Payment Voucher FS 73-9

Approval of one field trip request does not automatically mean approval for any other. Any request for blanket approval of similar, related, or identical trips (e.g., a series of field trips for the football team) shall be made on one form. New forms must be completed and submitted each year for that year's field trips.

Attachments



REQUEST FOR APPROVAL OF ROUTINE FIELD TRIP

TRIP INFORMATION			
School:		Grade or Activity:	
Destination:			
No. of Students:	No. of Staff Members:	No. of Chaperons:	
Time:	Date:	Place of Departure:	
Time:	Date:	Place of Return:	
Purpose:			
POS Correlation or Academic Focus:			
Repeated Trips:			
Music Event Company (if applicable):			
Transportation: <input type="checkbox"/> Walking <input type="checkbox"/> School Bus <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Commercial Carrier (See Notice 5790 for Approved Carriers) <input type="checkbox"/> Metro Bus or Rail <input type="checkbox"/> County Vehicle <input type="checkbox"/> Leased Vehicle _____ Commercial Carrier Name			
Number of Buses needed _____ Does this Require Facilities for Special Needs? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Supervision will be provided by adults directly. Exception(s), if any:			

REQUESTER

Teacher:	Date:
APPROVAL	
_____	_____
Principal or Designee	Date
Comments: _____	



REQUEST FOR APPROVAL OF UNUSUAL FIELD TRIP

Circumstances that make a field trip unusual:

- Involves student safety or FCPS liability
- Includes a water-related activity (e.g. amusement park , motel swimming pool)
- Involves foreign travel
- Involves overnight trip

TRIP INFORMATION

School:	Grade or Activity:
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Destination:

No. of Students:	No. of Staff Members:	No. of Chaperons:
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Time, Date, and Place of Departure:

Time, Date, and Place of Return:

Purpose:

POS Correlation or Academic Focus:

Repeated Trips:

AN ITINERARY MUST BE ATTACHED

Music Event Company (if applicable):

Transportation : Walking School Bus Private Vehicle Commercial Carrier (See Notice 5790 for Approved Carriers):

Metro Bus or Rail County Vehicle Leased Vehicle _____

Commercial Carrier Name

Number of Buses Needed _____ Does This Require Facilities for Special Needs? YES NO

Supervision Will Be Provided by Adults Directly. Exception(s), If Any:

Cost per Participant: _____ Source of Funding: _____ Substitute(s) for Classes Needed YES NO

Name and Phone No. of Person to Contact for Emergencies:

FOR OVERNIGHT TRIPS ONLY

Names and Daytime Phone Nos. of Staff Members Responsible for Trip:

Names of Other Staff Members and Chaperons:

REQUESTER

Teacher: _____ Date: _____

APPROVALS

YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		Signature of Principal	Date
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		Signature, Risk Management	Date

Comments: _____



**FIELD TRIP DRIVER'S LICENSE
AND VEHICLE INSURANCE INFORMATION**
(Required when transporting students on field trips
in personal or leased vehicles)

Information on the driver and the driver's liability insurance is required for all personal and leased vehicles used to transport students. (Not applicable to school bus or commercial bus drivers or vehicles.)

FIELD TRIP PLAN
(To be completed by the teacher)

Specific Trip	Repeated Trip
Date:	Explain:
Destination:	
Purpose:	

DRIVER AND INSURANCE INFORMATION
(To be completed by the driver and the owner or lessee of vehicle)

PART I. DRIVER		
Name:		
<input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Teacher or Staff Member <input type="checkbox"/> Other		
Operator's License No:	State:	Exp. Date:
I certify that the vehicle I will use for this field trip: <ul style="list-style-type: none"> <input type="checkbox"/> is designed and manufactured to transport fewer than ten passengers. <input type="checkbox"/> meets Federal Motor Vehicle Safety Standards and state standards applicable to passenger car occupant protection standards (at the time the vehicle was manufactured). <input type="checkbox"/> has a certified seat and seat belt for each passenger (owner- or dealer-installed seats and/or seat belts are not certified). 		
Date:	Driver's Signature:	
PART II. INSURANCE		
Owner or Lessee of Insured Vehicle:		
Insurer:		
Date:	Owner's or Lessee's Signature:	

**SCHOOL PRINCIPAL
APPROVAL**

Date:	Principal's Signature:
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FIELD TRIP LUGGAGE SEARCH

No student will be allowed to participate in the school activity scheduled for departure on _____, 20__ unless PART I or PART II is completed and signed by a parent or guardian.

PART I CONSENT TO SEARCH

I, _____, give my consent to officials of Fairfax County Public Schools and their officially designated representatives to search the luggage of my child, _____, in connection with the school activity scheduled for the above date. Also, I give my consent for any search, deemed advisable, of my child's lodgings while on the trip.

Parent's or Guardian's Signature

Date

PART II CERTIFICATION OF CONTENTS AND DELIVERY OF LUGGAGE

I, _____, certify that I will search and deliver the luggage of my child, _____, and it will not contain any illegal or prohibited items. Also, I give my consent for any search, deemed advisable, of my child's lodgings including luggage, while on the trip.

Parent's or Guardian's Signature

Date



PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISK FOR FIELD TRIP

(This form and an attached field trip description are required for all field trips.)

IMPORTANT DIRECTIONS: (1) Use one form per trip, (2) Complete the school portion (top half) of form, (3) Duplicate one form per student, and (4) Send a copy home for parent and student signatures.

TO BE COMPLETED BY THE SCHOOL

Date(s) of Trip:	Destination:
Purpose:	
SUPERVISION (Check one.)	
<input type="checkbox"/> Students will be directly supervised by adults on this trip at all times.	
<input type="checkbox"/> Students will be directly supervised by adults on this trip with the following exceptions: _____	
<hr/>	
TRANSPORTATION BEING PROVIDED (Check all that apply.)	
<input type="checkbox"/> Walking	<input type="checkbox"/> School Bus
<input type="checkbox"/> Leased Vehicle	<input type="checkbox"/> County Vehicle
<input type="checkbox"/> Commercial Carrier	<input type="checkbox"/> Personal Vehicle
<input type="checkbox"/> None (provide own)	
DRIVERS OF PRIVATE OR LEASED VEHICLES (Check all that apply.)	
<input type="checkbox"/> Student	<input type="checkbox"/> Parent
<input type="checkbox"/> Teacher or Staff Member	<input type="checkbox"/> Other Adult
RISK RELATED (Check all that apply.)	
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Amusement or Theme Park
<input type="checkbox"/> Beach or Ocean	<input type="checkbox"/> Other _____ <i>List Activity</i>

TO BE COMPLETED AT HOME

Pupil Agreement

While participating in this field trip, I will accept responsibility for maintaining good conduct and appearance, and I will follow directions at all times.

Signature of Student

Date

PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS

I understand that participation in this field trip is voluntary, that it is not required, and that it exposes my child to some risk(s). I also understand that the trip may include amusement activities and that participation in any amusement activities will expose my child to some risk of injury or even death. I have read and understand the description of the field trip (attached) and authorize my child to participate in the planned components of the field trip to the extent indicated by my signature below. I also understand that participation in the field trip will involve activities off school property; therefore, neither the Fairfax County School Board, or its employees and volunteers, will have any responsibility for the condition or use of any nonschool property.

PARENT PERMISSION (Check all that apply.)

- Participation in all aspects of this trip
- Participation in all aspects of this trip, except the amusement and theme park activities.
- Participation in all aspects of this trip, except the water-related activities.

I give permission for _____ to participate in this field trip.

Signature of Parent

Date

IMPORTANT NOTICE: Fairfax County Public Schools (FCPS) cannot be responsible for reimbursements to parents or students of money submitted as "advance payment" (e.g., Broadway shows, transportation, hotels) for any field trip that FCPS cancels. It is strongly recommended that you personally review any tour company's or commercial carrier's contract, including its stated refund policies, BEFORE your child signs up or pays for the trip.



NOTICE REGARDING PROPOSED TRIP INVOLVING [NAME OF SCHOOL] STUDENTS

A group of [name of school] families is considering a trip to [name of destination or activity] during [dates spring break or summer break] for their children. Although [name of school] appreciates the benefits of international and local travel, families should be aware of the following information in making their plans.

Neither Fairfax County Public Schools (FCPS) nor [name of school] is sponsoring this trip in any way. The school system is not responsible for planning, supervising, contracting for, or financing this trip. If any FCPS employees are participating in or organizing this activity, they are doing so as private citizens, not as representatives of the school system.

FCPS insurance will not cover this activity or the participants in it. As is the case with any group trip, whether sponsored by FCPS or not, FCPS will not be liable if there are injuries or losses. If the trip is canceled, FCPS will not reimburse participants for deposits or other payments.

As with all group trips, we recommend that parents read the proposed contract with the tour company or other sponsoring organization carefully. Parents should be sure that they are willing to accept the financial risk involved in such a trip or the cancellation of such a trip. If they are not, they should obtain their own insurance or renegotiate their contract.

We apologize for the formality of this notice, but, occasionally in the past, there has been confusion as to the difference between an FCPS-sponsored field trip and a parent-organized activity. We wanted to ensure that all potential participants and their parents are aware that this trip is not FCPS-sponsored and that all parents and participants are reminded that FCPS does not provide refunds for canceled trips of any kind.

REQUEST FOR FIELD TRIP AND PAYMENT VOUCHER INSTRUCTIONS

All field trips will be conducted in accordance with current Regulations 4612, 7101, and 5790. The teacher or nonschool agency representative must complete this form and submit it to the principal or program manager or nonschool agency head for approval at least four weeks or 20 school days prior to the trip.

On approval, the principal or program manager or nonschool agency head will retain the school copy and forward the remaining three copies to the appropriate area transportation coordinator no less than three weeks or 15 school days in advance of the trip.

The area transportation coordinator will notify the school or nonschool agency that the trip has been scheduled for operational reasons. The driver and the bus number are subject to change.

Upon completion of the trip, the driver should complete the form and retain the bus driver copy of this form. The remaining three copies of the form are to be attached to the time and attendance report.

The time is charged from the driver's origination point (school or bus park) and back to that point. Computations for mileage and time on split trips are to be made in the Comments section. Total time and mileage are to be reflected in the Field Trip Voucher section. Mileage is charged from the school requesting the trip to the destination and from the destination back to the school.

If the driver reports to the departure point and the trip has been canceled, the driver will be paid for two hours and will complete the report and indicate under Comments that the trip was canceled.

SPECIFIC INSTRUCTIONS ON COMPLETION OF FORM

Check Box 1-- Fund Code Required for all School Board trips. Insert the correct index and subobject codes.

Check Box 2-- Nonschool Agency Code if the field trip is requested for other than School Board use. The agency code to be billed must be entered in the block provided. The code list is available from the area transportation coordinator.

GENERAL REQUIREMENTS FOR ALL FIELD TRIPS

Field trips shall not interfere with the operation of regular school bus runs.

Only approved primary and other stops listed on this form, other than emergency stops, will be made by the bus during the field trip.

Only authorized passengers will be permitted to ride the school bus on a field trip.

NO STANDEES! All passengers must be seated including faculty members and chaperons.

The maximum number of passengers per school bus varies according to sizes of buses and passengers' space needs.

Teacher

BEFORE THE TRIP

Provide the following information in the appropriate section on the form:

- List complete address of primary destination.
- List all other planned stops with complete addresses.
- List any stops, with addresses, that would be made if a contingency plan were followed (e.g., restaurant instead of picnic grounds).
- Specify number of passengers, students, and adults. Indicate if a lift bus is required and specify the number of walk-ons and the number of wheelchairs.
- Schedule the loading and departure times for all school-day instructional trips no earlier than 9:30 a.m. and the return and unloading times no later than 1:30 p.m., Tuesday through Friday. Monday field trip hours are limited to a 9:30 a.m. departure with a noon return. (Times for athletic, special activity, and unusual field trips may vary.)

Submit separate Request for Field Trip and Payment Voucher forms for each bus required and for each date for overnight or split trips. The maximum number of passengers per bus varies according to sizes of buses and passengers' space needs. If uncertain, submit one form, and the transportation office staff will request additional forms as needed. For planning purposes, each adult requires two seating spaces on a school bus.

Submit the completed Request for Field Trip and Payment Voucher form to the principal or program manager or nonschool agency head for approval at least four weeks or 20 school days prior to the trip.

Principal

- Complete the principal section of the form. Insert the correct index and subobject codes.
- Review, approve or disapprove, and sign the form as completed by the school.
- Retain the school copy and forward the other three copies of the form to the appropriate area transportation coordinator at least three weeks or 15 school days prior to scheduled departure.

DURING THE TRIP

Teacher

- Inspect the bus interior with the driver prior to loading and departure.
- Require all passengers to be seated at all times. Proper seating and seat belts must be maintained for all special education students at all times.
- Pay all fees for parking and tolls. (Reimbursement may be requested from the school or agency after the trip.)
- Maintain order and low conversation level.
- Keep aisles, rear windows, driver's compartment, and emergency exits clear.
- Prohibit consumption of food or beverages on the bus unless necessitated by inclement weather or other unforeseen events.
- Request no detours from the shortest, safest route as determined by the driver and no destination or stops other than those listed on the form and approved.
- Teachers, coaches, sponsors, and chaperons are encouraged to sit near either the middle or the rear of the bus for supervision and/or discipline purposes.
- Athletic team members shall not wear spiked or other special shoes that may damage the floor of the bus.

AFTER THE TRIP

Teacher

- Inspect the interior of the bus. (Vandalism caused by the students during the trip shall be the school's responsibility.)
- Review and sign the form. (Mileage and time are not completed until the bus is at the next assigned school or parking location.)

NOTE: Refer questions to the appropriate area or special education transportation office
Refer questions and problems arising during a trip but outside normal school office hours to the school security office, 703-764-2400.