

Santa Cruz City Schools, BSSC

Field Trips Forms and Guidelines for Teachers and Parents

The following forms should be filled out, signed and submitted at the beginning of each school year. The forms will be included in the Enrollment Packet:

1. Any employee, parent, guardian, or volunteer who drives students on a school-sponsored activity must have on file in the office a completed “**Field Trip by Private Vehicle**” that includes Xerox copy of driver’s license and auto insurance card. This must be updated annually.
2. A parent/guardian must sign a “**Non-District Transportation**” notice each year prior to the field trip if the student will be traveling in a vehicle other than the school van.
3. A parent/guardian/community member who will be going on a field trip must complete each year a form titled “**Voluntary Excursion/Field Trip Notice and Medical Authorization – Adult**” *Parent must sign permission for each individual field trip.*
4. A parent/guardian/community member who will be going on a field trip must complete each year a form titled “**Voluntary Excursion/Field Trip Notice and Medical Authorization – Adult**”

Further Field Trip Guidelines for Teachers

5. Teacher, set date, make arrangements for any payment, and confirm driving/vehicle plans with the administrator two weeks in advance.
6. Teacher arrange for guest teacher well in advance, if necessary
7. Teacher leaves complete lesson plans, if necessary
8. Before leaving, teacher gives office staff a complete student list of attendees
9. Students of any age may not drive on a field trip.
10. If a particular event involves some unusual risk for serious injury, like a ropes course, kayaking or athletic participation, the parent/guardian must complete a form titled “**Acknowledgement and Assumption of Potential Risk**”.

11. The staff member in charge of the field trip must bring copies of the “**Voluntary Excursion/Field Trip Notice and Medical Authorization**” for all participating students of the trip.
12. Teacher must bring the signed permission slip for each event.

Using School Vans

1. The legal limit for student passengers in the school vans is 9; the grey van can hold 9 passengers, but the white van only holds 7 passengers. (Any driver who transports more than 9 students in a school vehicle must have a valid school bus driver’s license.)
2. Upon return, have students help clean out the vehicle.
3. Notify the campus supervisor if the gas tank is at $\frac{1}{4}$ or less.
4. If have an upcoming long distance trip, check on the level of gas in the tank several days before your departure.
5. Only district employees may drive the school vans; teachers on early retirement, guest teachers, and hourly employees are eligible to drive.