

Abbeville County School District

Field Trip Guidelines



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Abbeville County School District Board Policy IJOA

Policy IJOA Field Trips

Issued 10/06

Purpose: To establish the board's vision and the basic structure for conducting student field trips.

The board defines a field trip as any learning activity which a school sponsors, approves and supervises and which requires the student(s) to leave the school grounds. Regularly scheduled academic, athletic and band events do not follow the procedures outlined in this policy. The principal will approve schedules for all athletic and band events.

Instructional staff may request that field trips which directly relate to concepts and objectives of the approved curriculum for the particular subject area, club or grade level be scheduled as part of the instructional day. Field trips, like any other instructional activity, must be wisely chosen, thoroughly planned and carefully conducted. Sponsors of field trips must give special attention to clarifying the purposes and objectives of a field trip and to providing meaningful follow-up discussion and activities after the trip.

Field trip participants will follow applicable administrative rules (see IJOA-R).

Adopted 1974; Revised 2/27/90, 2/25/03, 10/24/06

Legal references:

S.C. Code, 1976, as amended:

Section 59-67-510 - Board may permit use of school bus equipment for special events.

State Board of Education Regulations:

R-43-81 - Extracurricular use of school buses.

Abbeville County School District Board Policy IJOA-R

Policy IJOA-R Field Trips

Issued 10/06

The board provides the following guidelines to outline responsibilities and procedures involved in planning and conducting field trips.

Basic Procedures

The school principal must approve all field trips lasting one day or less.

The superintendent must approve all overnight trips. He/She will seek the recommendation of the principal of the school involved. Sponsors must submit a request for such overnight trips far enough in advance to permit enough time for study prior to final action.

Each student who goes on a field trip must have written parental permission on the district approval form.

Sponsors may ask students to pay all or part of the expenses of field trips provided arrangements can be made for the payment of trip expenses for those unable to do so. If school time is to be used for the trip, every student must have the opportunity to participate.

Supervision of Field Trips

A field trip will be under the direct supervision of a school certificated employee. The employee may ask parents/legal guardians to serve as chaperones. The employee will brief chaperones before each trip as to their responsibilities.

- The number of chaperones must be adequate for the type of group and the nature of the activity.
- In addition to the teacher, there will be at least one chaperone for each 10 students.
- For groups of male and female students, the board recommends both male and female chaperones.
- A minimum of one adult will ride in each vehicle.
- Trips that are long, overnight or of an unusual nature may require more than the usual number of chaperones. The principal will determine this number.

The teacher is the only person who may supervise high school classes involved in work experiences.

Principal's Responsibility

The principal will do the following.

- Assume responsibility for a field trip as he/she would for any other aspect of the instructional program.
- Thoroughly screen each field trip request to determine a direct relationship between the learning objectives of the trip and the concepts and objectives of the subject area.
- Along with the superintendent, approve field trips lasting one day or less.
- Use his/her discretion in a consistent manner in determining student standing for purposes of participation in field trips.
- Submit to the appropriate district office personnel on the proper form any request for use of the district activity buses.
- Take care to assure that the number of teachers to be away from school will not substantially disrupt the instructional programs for those students who remain at school.

Parental Consent

Sponsors of field trips must obtain final approval for a field trip prior to the distribution of parental consent forms for the field trip.

Each student making the field trip will be required to present a parental consent form.

For seasonal activities with regular schedules, athletes, cheerleaders and band and music members may obtain one standard seasonal permission covering these events. (The form required by the South Carolina High School League will meet the requirements of this provision.)

Teacher Responsibility

The teacher will do the following.

- Be thoroughly familiar with the policies and administrative rules governing field trips.
- Plan and discuss with the principal, well in advance, his/her interest in providing a field trip.
- Submit the formal request for a trip to the principal on the proper form and with sufficient time for study and discussion.
- After the principal approves the request, make a list of all participants and their parents/legal guardians' telephone numbers, including work numbers where applicable.
- Submit completed permission forms and a copy of the list of participants to the principal who will file them for a reasonable time.
- Be sure that a student who does not participate (whether by parent/legal guardian or school decision) has appropriate activities and supervision at school during the absence of the group from school.
- Take any needed individual medications which are available to a child at school due to the child's individual medical condition and/or individual health plan.
- If a substitute teacher is required, submit a professional leave form.
- Provide supervision to assure proper conduct and safety of the students.
- In the event of any unusual circumstances occurring on the trip, submit to the principal a written report stating all pertinent facts as soon as possible.

Transportation

The board encourages groups to use district activity buses or state-owned vehicles when possible. If not possible, groups should use commercial carriers. Groups must not use private vehicles without special permission from the superintendent. Students will not drive private vehicles.

- Sponsors must submit requests for district activity buses promptly and on the approved forms.
- Sponsors must submit requests for state-owned buses to the district bus supervisor.
- Only appropriately licensed adults may drive state- or district-owned buses.
- The teacher will assist the bus driver in enforcing all rules and regulations pertaining to safe use of school buses.

Cost Factors

Whenever entrance fees, food, lodging or other costs are involved, the student will pay unless otherwise stipulated by the school board, provided that arrangements can be made for the payment of trip expenses for those unable to do so. Exceptions to this rule may be approved by the principal, with final approval by the board or its designee (i.e. out of state, foreign travel).

Issued 1974; Revised 2/27/90, 2/25/03, 10/24/06

Guidelines for Determining the Type of Transportation

Basically, there are three forms of transportation for field trips:

- yellow regular-route bus
- white activity bus, or
- charter bus

The following guidelines will be used in decisions about which type of bus to utilize:

Yellow Regular-Route Bus

- The use of yellow, regular-route buses for field trips cannot interfere with the normal operation of the regular school bus routes.
- If the field trip through time of departure or return and the length of the field would interfere with the operation of a regular route, an alternate means of transportation must be utilized.
- If the destination for a field trip is 75 miles or greater out of state, an activity bus or charter bus must be used for the field trip.

White Activity Bus

1. If available, activity buses can be utilized for field trips, provided that the field trip does not interfere with the activity buses primary purpose-transporting students to and from extracurricular activities.

Charter Bus

2. If any of the above guidelines cannot be met, a charter bus must be used for the field trip.

****At no time may students be transported by personal vehicle for field trips.**

Guidelines for Seating Capacity

The posted maximum load limit capacity of a bus is based on the federal standard of three five-year-old kindergarten students per seat; therefore, for practical purposes. the seating capacity of the bus will be much less than the posted maximum load limit for most trips.

Field Trip Procedures

The following procedures are to be followed in planning for, gaining approval, and carrying out a field trip:

Planning and Approval

1. A "Field Trip Request Form" must be completed by the chaperone of the field trip and submitted to the principal for his/her approval.
2. The "Field Trip Request Form" will then be submitted to the superintendent through the Office of Student Services for his/her approval.
3. The "Field Trip Request Form" should be submitted at least one month in advance of the field trip, but not less than two weeks prior to the field trip.
4. The "Field Trip Request Form" will include pertinent information from the planning phase of the field trip (i.e., destination, number of students participating in the field trip, number of chaperones participating, number and type of buses required for the field trip, dates and times of the trip, estimated length of the trip, estimated total cost of the trip, and reason/justification for the trip).
5. Field trip planners must refer to Policy IJOA and Administrative Rules IJOA-R governing field trips while planning and implementing the field trip. All aspects of the field trip must be in compliance with these policies.
6. The "Field Trip Request Form" will be returned with signed approval or denial and, if approved, a permit number for each of the buses required will be issued and placed on the form.
7. A copy of the approved "Field Trip Request Form" needs to be forwarded to the bus supervisor in the school's bus zone and the bus supervisor will be responsible for issuing the buses and drivers.

***NOTE:** Work closely with the bus supervisor for your area when planning for the field trip. It may be necessary to split the field trip into two trips because it may be impossible to coordinate large field trips that require multiple buses and bus drivers for a single trip.

After Approval

1. The trip sponsor must read, complete, sign, and submit a "Student Transportation Guidelines for Activity Trips" form and comply with its requirements.
2. Each chaperone must undergo and complete the district approval process for chaperones. (Note: District Policy IJOA and Administrative Rule IJOA-R require a 10 to 1 student to chaperone ratio for the trip.)
3. The field trip sponsor must hold a chaperone orientation session in which each chaperone must complete and sign a "Chaperone Agreement" form.
4. The trip sponsor must compile a roster of students participating on the field trip and submit the roster to the bus driver and the office before departure.
5. Each student's parents must sign a "Field Trip Permission Form" prior to trip departure. The signed forms will be kept on file at the school until the next school year when the forms will be destroyed.
6. The trip sponsor should notify the cafeteria of the date and time of the trip and if bag lunches will be needed.
7. The trip sponsor should notify the school nurse of the date and time of the trip and make arrangements for any medications that must be given during the trip. See Procedures for Students Who have Medication below.
8. The trip sponsor should take into account the needs of special needs students and arrange accommodations as appropriate with the IEP or 504 plan.

Prior to Departure

If the yellow, regular route buses are used, the following procedures will be used:

1. Bus permits must be forwarded to the School Bus Shop Supervisor at least 5 working days prior to the trip departure so that the bus can be approved to ensure that insurance coverage will be in effect and the bus can be serviced in preparation for the trip.
2. Bus driver(s) will be issued bus(es) and permit(s) for the field trip no later than the morning *of* departure.
3. The bus driver will be responsible for conducting a pre-trip inspection of the bus.
4. The trip sponsor will be responsible for compiling a trip roster, for leaving a copy at the school, and for providing the bus driver with a roster for the trip.
5. The trip sponsor will be responsible for compiling a list of important contact phone numbers (i.e., cell phone numbers of all trip sponsors and chaperones, contact person and telephone number of the destination of the field trip, etc) and submitting it to the school office before departure.
6. The bus driver will be responsible for submitting a bus travel route plan for the trip to and from the field trip destination.

If an activity bus is to be used for the field trip, the building level administrator must contact the building level administrator at the school where the activity bus is housed to arrange for its use. The building level administrator may deny the request if the use of the activity bus will interfere with established extracurricular activities.

During the Trip

1. During the bus trip, students should remain seated in their assigned seats according to the seating chart developed by the trip sponsor.
2. The bus driver will be responsible for all aspects of the operation of the bus.
3. The trip sponsor and chaperones will be responsible for student behavior on the bus.
4. According to District Policy, there should be a minimum of 1 chaperone for each 10 students. This minimum ratio should be maintained on the bus as well. Chaperones should be placed strategically on the bus to be able to monitor student's behavior.
5. All school and bus discipline rules are in effect while on the field trip.

Upon Return

1. The trip sponsor is responsible for ensuring that the students pick up trash and leave the bus in clean condition before unloading.
2. The bus driver is responsible for conducting a post-trip inspection and for making sure the bus has enough fuel for the next morning's route. This may require the bus driver taking the bus to the bus shop for fueling.
3. The completed bus permit will be returned to the Office of Transportation within five (5) days after the conclusion of the trip.
4. All checks for payment for the bus permit and field trip will be made payable to Abbeville County School District and submitted to the Office of Transportation.

Regulations Governing School Bus Permits

1. When a state-owned bus is used by a district for purposes other than transporting pupils to and from a state required educational service, the cost of operation of the bus shall be borne by the district permitting the bus. The driver of a permitted bus shall be paid directly by the permitting district or designee. In addition, a charge per mile, as set by the State Board of Education, shall be paid by the district to the Department of Education. The district is held responsible for damages to the permitted bus and all liability associated with the permitted trip that is not covered by the school bus insurance carried by the State Department of Education. *(The charge is determined on a quarterly basis by the Office of Transportation at the South Carolina Department of Education.)*
2. All drivers must possess the same licenses and certifications required by the State Department of Education for a school bus driver. *(The license and certificate must qualify the school bus driver to drive the particular bus that /s being used,)*
3. The permitting of school buses cannot conflict with the use of the school buses (before, during or after the permitted trip) to transport pupils to and from state required educational programs. The County Supervisor's approval is to verify compliance with this requirement. *(Explanation: Regular route buses cannot be used to transport students on field trips If the use of the bus interferes with the normal route in any way. For example, if a trip will last longer than the scheduled school day, the regular route bus may not be used for the trip. This requirement a/so applies to the spare bus at each location because it may be needed to be a back-up for a bus that experiences problems.)*
4. Approval to use a bus for which a permit application has been completed must be secured from the County Supervisor, SDE Maintenance Shop before the bus can be used. *(The County Supervisor must have time to have the bus Inspected, make repairs, ensure that the bus is fueled for the trip, and that all paperwork is completed related to the trip to ensure that the field trip Is covered under insurance. Thus, the reason for the five-day requirement for turning in bus permits before the date of the trip.)*
5. The use of state-owned buses shall be limited to those events and activities sponsored by district or designees. The State Department of Education will reimburse the district for fuel and oil purchased.
6. A copy of the permit must be in the possession of the driver for the duration of the permitted trip,
7. A permit will not be issued for any trip with a destination greater than seventy-five miles out-side of the State of South Carolina. In any event, a bus that travels out-side the State of South Carolina by more than ten miles will not receive maintenance support from the staff of the Department of Education. If the bus is more than ten miles outside of the State of South Carolina, in the event of a mechanical breakdown, the district assumes the responsibility for all expenses associated with the return of the bus to the State. (Generally, field trips that travel outside of South Carolina should use charter transportation services or activity buses because of a lack of maintenance support.)

Procedure

1. Permit Numbering

The Permit number begins with the last two digits of the current fiscal. School Year permit numbers using this form during FY '11 start with "1,1". This fiscal year sequencing will continue with the 2012 School Year numbers being "12" and so on through the fiscal years. The next four digits in the permit number is the SDE County two-digit code number followed by the District's two-digit code number. The final four digits identify the permit in consecutive order starting at "0001" and continuing through "9999" as needed. Every Permit application must have a unique sequential number. This unique sequential number may be obtained by contacting the Office of Student Services.

2. Application for Permit

The Permit Application must be completed by the district and the trip approved by the appropriate State Maintenance Shop five days prior to the requested date the bus is to be used. Special exceptions can be granted to this five-day period on request by the district or designee to the County Supervisor. The Permit must be signed and submitted by the District Superintendent or authorized Designee. The Department of Education must have prior verification in writing from the District Superintendent of all District Designee(s). The Designee(s) authorization will require re-verification each school year.

3. Approval of Permit

The County Supervisor's approval of the trip is to verify compliance with above regulations and procedures, and to ensure that the maintenance shop is aware of the proposed trip duration and mileage.

4. Copy Distribution

Copies of each Approved Permit must be distributed by the Permit applicant as follows;

- a. To the School Bus Maintenance Shop
- b. To the School(s) to which the student riders are assigned.
- c. To the Office of Federal Programs, Student Services, and Transportation.
- d. Must accompany the bus during its trip.

Note: The appropriate School Bus Maintenance Shop should have received the Permit Application at least five days prior to trip.

5. Securing Bus Drivers

Once the permit applicant has requested and received a bus permit number from the Office of Federal Programs, Student Services and Transportation, it is the responsibility of the permit applicant to contact the bus supervisor at the high school in the school's attendance area to arrange for a bus and a bus driver. All arrangements should be made in consultation with the bus supervisor at each respective high school. The bus permit should be submitted to the County Bus Supervisor at the School Bus Shop at least five days prior to the field trip.

Submission of Bus Permits and Checks

After the field trip is complete, a copy of the bus permit and a check to pay for the mileage and the bus driver must be submitted within 5 days following the field trip.

By following the stated guidelines above and observing the five-day period for submission of the permit, the school bus shop will be able to make sure the bus is ready and safe for the trip. Please read the above guidelines and procedures very carefully and follow them so that we will be in full compliance with all established Regulations and Procedures for the use of school buses.

Procedures for Students Who Have Medication

Every student **MUST** have a completed Student Health Update form on file at the school **BEFORE** attending any field trip. The Student Health Update form will be referenced for field trips. Any medication or medical procedure that has to be completed while on the field trip must be referenced on the Student Health Update.

For students who take medications at school, advance planning for field trips is required. The field trip sponsor will be responsible for notifying the School Nurse of the date and time of the field trip and plan for any medications that must be given during the trip. In addition, the field trip sponsor will be responsible for dispensing medication or designating appropriate staff to be responsible for dispensing the medication. The field trip sponsor is responsible for communicating this information to the School Nurse so that the School Nurse has appropriate time to provide necessary training.

The field trip sponsor must contact the School Nurse for a list of students that do not have an updated Student Health Form on file.

Appendix

- 1 Field Trip Request Form
- 2 Field Trip Checklist
- 3 Student Transportation Guidelines for Activity Trips
- 4 Chaperone Agreement
- 5 Field Trip Permission Forms
- 6 Bus Seating Charts (Optional)
- 7 Pre- and Post-Trip Inspection Form
- 8 Operator Members-Motor coach Association of South Carolina

Abbeville County School District**Field Trip Request Form**

Name of School:		Trip Sponsor:	
Destination:		Grade Level(s):	
Number of Students:		Number of Chaperones:	
Number of Buses Required:			
Method of Transportation (Please check method)	<input type="checkbox"/> School bus(es)	<input type="checkbox"/> Activity bus(es)	<input type="checkbox"/> Charter bus(es)
Date(s) of Trip:	Trip Depart Time:		Trip Return Time:
Estimated Trip Mileage:	Estimated Trip Time:		Estimated Total Cost of Trip:
Reason/Justification for Trip:			
Trip Requirements: <ul style="list-style-type: none">• Bus permits for the trip must be completed and turned in to the School Bus Shop Supervisor at least one week in advance of the trip so that the bus shop can make sure that the trip is approved and covered by insurance.• The proposed trip must not interfere with the normal operation of the regular school bus routes. If it does, a charter bus must be used.• A sufficient number of buses must be used to transport students and chaperones safely. No students will be transported by personal vehicle.• The bus driver must possess the bus permit on the bus at all times during the field trip.• A student roster must be submitted to the bus driver and to the principal before trip departure. One list will be maintained on the bus and one will be maintained at the school.• An orientation for trip chaperones will be held prior to trip departure and chaperones will sign the chaperone agreement form.• The trip sponsor has signed the state trip sponsor agreement.			
<input type="checkbox"/> I have read and understand Policy IJOA and Administrative Rule IJOA-R governing field trips.			
Trip Sponsor's Signature: _____		Date: _____	
<input type="checkbox"/> I have read and understand Policy IJOA and I approve this trip.			
Principal's Signature: _____		Date: _____	
District Use Only			
<input type="checkbox"/> Trip Request Approved	<input type="checkbox"/> Trip Request Denied		Permit #:

Transportation Director Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Abbeville County School District

Field Trip Checklist

Items to Attach to the Field Trip Checklist		Date Completed/Attached
1	Approved Field Trip Application	
2	Read Policy IJOA and Administrative Rules IJOA-R governing field trips while planning	
3	Bus permit forwarded to bus shop:	
4	"Student Transportation Guidelines for Activity Trips" form completed	
5	Trip Chaperone Orientation Held	
6	Trip Chaperone Agreements Completed and Signed	
7	Field Trip Permission Forms Completed and Signed	
8	Trip Rosters Completed and Given to the Office and Bus Drivers	
9	Trip Route Description Written and Given to Office	
10	Cafeteria Notified about Field Trip **(Cafeteria staff must sign that they were notified)	
11	School Nurse Notified about Field Trip **(School nurse must sign that they were notified)	
12	Medications Obtained and Secured (if applicable)	
13	List of Chaperones and Contact Numbers given to Office	
14	Contact Information for Field Trip Destination Given to Office	

School: _____ Grade(s): _____

Trip Destination: _____

Trip Sponsor's Signature: _____ Date: _____

Student Transportation Guidelines for Activity Trips

Trip Authorized By:

Print School or Other Organization Name

Trip Sponsor:

Print name of coach, teacher, other district staff or designee

Trip Destination:

Print Name of Destination

Trip Date:

The Driver has the responsibility and authority to:

****The trip cannot proceed until each of the following is completed.**

- ✓ Conduct a bus pre-trip safety and security inspection of the bus before students load.
- ✓ Have a student roster listing the students riding on the bus. The sponsor must check the roster immediately before students board the bus to assure that only students that are to board are listed and that there are no no-shows on the list. The sponsor provides the roster to the driver. The roster must give, at a minimum, the student's full name, Health Plan status, and emergency contact phone numbers. If the student has a Health Plan, the appropriate health emergency response information must be shared with the driver before the trip begins. The roster must also show the sponsor and chaperones' names. The driver will return this list to the sponsor at the end of the trip.
- ✓ Assure that every passenger has a safe seating position.
- ✓ Make announcements advising the students:
 - Of the location and operation of emergency exits
 - Determine passenger knowledge of emergency evacuation procedures, demonstration may be necessary
 - That access by passengers or objects to these exits cannot be obstructed
 - That passengers cannot extend any part of their body outside the interior space of the bus when the bus is moving
 - That passengers must stay seated when the bus is in motion
 - That passengers cannot throw anything from the bus

During the trip the driver will depend on the Sponsor and Chaperones to:

- ✓ Supervise the students and keep order
- ✓ Position themselves in various areas in the bus to best monitor the students.

The Driver has the authority to:

- ✓ Cancel the trip or return earlier than scheduled due to severe weather conditions or in the event of operational safety issues
- ✓ Assure compliance with all state and federal motor vehicle safety and school transportation laws and regulations.

The driver is only permitted to leave the immediate vicinity of the bus when reaching the trip destination site for one hour at a time for meals or to sleep if on an overnight trip; however, the driver must let the sponsor know their exact location and contact telephone number, and when he or she expects to return to the bus. This information is required so that the driver can be reached in case of an emergency. If the driver leaves the bus for any reason or any period of time, the driver must, on each return to the bus, conduct a full pre-trip safety and security inspection.

Sponsor (Coach/Teacher/Other District Staff or Designee):

All trips must have a sponsor on board the bus when students are being transported. The driver cannot begin the trip until there is at least one sponsor on board the bus.

Sponsor Responsibilities:

- ✓ Assist the driver in assuring that all rules, regulations and laws governing the operation of a school bus are adhered to throughout the entire trip by all passengers.
- ✓ Provide a student roster listing each student's names and phone numbers to the driver for emergency purposes.
- ✓ Help the driver by monitoring and managing the student's conduct and insure the students follow the safety rules on the bus,
- ✓ Assure that the students abide by the driver's safety announcements. Staying seated is the best protection in case of an accident or sudden stop. If a sponsor/chaperone needs to conference with a student while the bus is in motion, the sponsor/chaperone may move to the student (the student is not to move to the sponsor/chaperone).
- ✓ Remind students to pick up trash and help keep the bus clean.
- ✓ Direct and supervise all chaperones

In addition to the sponsor, there should be a student to chaperone ratio of 10 to 1 on board the bus.

Our primary purpose is to transport students safely. If drivers experience excessive disciplinary problems, they are instructed to first pull over to handle the situation or give the sponsor(s) an opportunity to resolve the situation. *If* the misbehavior continues, the driver has the authority to abort the trip and immediately return to the school; a written report will be made to the school principal. Misbehavior may result in the loss of trip privileges for students, groups, classes, or teams who refuse to follow the safety rules.

I have read and understand the above guidelines and agree to comply for the duration of the activity trip stated above.

Sponsor's Name: _____

Signature: _____

Date: _____

Abbeville County School District

Field Trip Permission Form: Day Trip

My child, _____ has my permission to go on a field trip to _____ on the date of _____ from _____ am/pm to _____ am/pm.

***The Student Health Update completed at the beginning of school will be referenced for all health concerns. If there are any health updates or medication changes needed for the field trip, it is the responsibility of the parent to contact the school nurse at least 2 weeks prior to the trip.**

***Any new prescription medication orders will require a medication permission form signed by a Healthcare Provider. Medication and prescription form must be brought to the school by an adult at least 2 weeks prior to the field trip.**

I understand that if my child becomes ill or injured during this trip, the trip chaperons will attempt to contact me or an emergency contact at the numbers listed below:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

If I cannot be reached, I understand and agree that my child may be taken for medical assistance, and I agree that I will be solely responsible for any and all costs incurred as a result. I further agree to indemnify and hold harmless the District, its Board of Trustees, and its employees for any injury or loss that occurs to my child which is not a result of gross negligence by the District or its authorized agents.

Parent/Guardian Signature	Date

Abbeville County School District

Field Trip Permission Form: Overnight Trip

My child, _____ has my permission to go on a field trip to _____
_____ departing on the date of _____
from _____ am/pm to _____ am/pm and returning on the date of _____
at _____ am/pm

***The Student Health Update completed at the beginning of school will be referenced for all health concerns. If there are any health updates or medication changes needed for the field trip, it is the responsibility of the parent to contact the school nurse at least 2 weeks prior to the trip.**

***Any new prescription medication orders will require a medication permission form signed by a Healthcare Provider. Medication and prescription form must be brought to the school by an adult at least 2 weeks prior to the field trip.**

I understand that if my child becomes ill or injured during this trip, the trip chaperons will attempt to contact me or an emergency contact at the numbers listed below:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

If I cannot be reached, I understand and agree that my child may be taken for medical assistance, and I agree that I will be solely responsible for any and all costs incurred as a result. I further agree to indemnify and hold harmless the District, its Board of Trustees, and its employees for any injury or loss that occurs to my child which is not a result of gross negligence by the District or its authorized agents.

Parent/Guardian Signature	Date

Abbeville County School District Chaperone Agreement

*Must be reviewed and endorsed by all Chaperones **Prior** to Departure*

Trip Destination: _____ Date: _____
Sponsor's Name: _____ Date: _____
School Name: _____

Thank you for agreeing to be a Chaperone for this field trip. Your role as Chaperone includes following and enforcing the District's Bus Riding Rules.

Sponsors, chaperones, and students are expected to abide by the District's Bus Riding Rules below (students will also abide by the District's Student Code of Conduct):

- A sponsor is a school district employee or designee that has full responsibility for the trip and students and chaperone riders.
- Chaperones are volunteer adults that offer their services to assist the sponsor and bus driver during a trip.
 - All riders are required to have a safe seating position and stay seated while the bus is in motion. No passenger is permitted forward of the front passenger seat when the bus is in motion.
 - Bus aisles and emergency exits must be kept clear and unobstructed; this requires that no objects (coolers, suitcases, sports equipment, etc.), trash and trash bags be located in the aisles or block easy access to an emergency exit of any kind (this includes window exits).
 - Electronic devices or players are permitted when individual head-sets are used. The head-sets must not be of a design, or the sound volume at a level that the rider cannot hear announcements made by the bus driver and others in charge.
 - For safety reasons, no loud music, singing, or cheering are permitted. Profanity, ethnic slurs, or bullying are prohibited. Students will abide by the District Student Code of Conduct at all times.
 - No part of a rider's body may extend outside the Interior of the bus while the bus is in motion, No rider is allowed to throw items from the bus.
 - Personal toiletries (sprays, polishes, lotions, make-up, etc.) may not be applied while on the bus.
 - The bus may be used to provide privacy for clothing changes once the field trip has reached its destination. Sponsors are responsible for assuring privacy for students when the bus is used.
 - All food items, drink containers, and trash must be placed in trash bags by students, sponsors, and chaperones prior to the end of the trip; trash bags will be provided by the bus driver. No alcohol or tobacco products are permitted on the bus at any time.
 - The District **is not responsible** for items missing from or left on the bus.
 - The **driver is the final authority** governing the safe operation of the bus. Buses will not be operated if the passenger load exceeds the safe transport or passengers or if an unsafe operating condition exists. This includes obstructed aisles or emergency exits. The Driver **must assure compliance with all state and federal school transportation laws**,

Chaperones will follow the directions of the sponsor and assist in maintaining behavior and accountability of students on a field trip. Chaperones are not permitted to bring passengers on the bus without prior approval of the sponsor.

Signature signifies that the chaperone understands and agrees with the terms and conditions above.

Chaperone Printed Name	Date
Chaperone Signature	

Bus Seating Chart					
Front of Bus					
Row 1			Aisle		
Row 2					
Row 3					
Row 4					
Row 5					
Row 6					
Row 7					
Row 8					
Row 9					
Row 10					
Row 11					
Row 12					
Row 13					
Rear of Bus					

Bus Seating Chart

Front of Bus

Row 1			Aisle		
Row 2					
Row 3					
Row 4					
Row 5					
Row 6					
Row 7					
Row 8					
Row 9					
Row 10					
Row 11					
Row 12					
Row 13					

Rear of Bus

Pre- and Post- Trip Inspection Form

Pre-Trip	Yes	No	Post-Trip	Yes	No
Oil Pressure Gauge			Park Brake		
Ammeter/Voltmeter			Neutral		
Fuel Gauge			Switches Off		
Air Gauge			Key Out		
Mirror/Windshield			Student Check		
Washer/Wiper			Vandalism		
Light Indicators			Window's Up		
Horn			Sweep Bus		
Heat/Defroster					
Safety Belt					
Emergency Equipment					
Loading and Unloading Lights					
Stop Arm					
Tires					
First Aid Body Kit					
Lug Nuts					
Light/Reflectors					
Signal/Brake Lights					
Comments					