

POLICY

Instruction

Field Trips

The Governing Board recognizes that field trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

All field trips shall begin and end at the school. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school.

In advance of a study trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

A field trip is an outing that is reasonably related to the course of study the students are enrolled in or will be enrolled in during the time they are students in the Nevada Joint Union High School District.

Out-of-Country Travel

All trips involving out-of-country travel shall require the prior approval of the Board. Any trips requiring out-of-state travel, over-night travel, or travel of over 150 miles one way shall require the approval of the Superintendent.

All out-of-state field trips approved by the Superintendent shall be reported to the Board at the next regular meeting.

Legal Reference:

EDUCATION CODE

- 8760 Authorization of Outdoor Science and Conservation Programs
- 32040 Duty to Equip School with First Aid Kit
- 32041 Field Trips
- 32043 Snakebite Kits on Field Trips
- 32044 Violations
- 35330 Excursions and Field Trips
- 35331 Provision for Medical or Hospital Service for Pupils (on field trips)
- 35332 Chartered Airline Transportation
- 35350 Transportation of Students
- 44808 Liability When Pupils Not on School Property
- 48908 Duties of Pupils; Authority of Teachers

Nevada Joint Union High School District Board

Board Adopted: July 20, 1999

Board Revised: December 19, 2007, February 20, 2008, December 5, 2012

ADMINISTRATIVE REGULATION

Instruction

Field Trips

Field Trip Guidelines

Field trips must meet specific requirements to qualify as part of the instructional day and, hence, be eligible for State ADA purposes.

1. The trip must be in conjunction with an educational concept or activity being studied in class.
2. The time spent on a field trip should be in proportion to the time and importance of the subject studied in class.
3. All field trip requests must be submitted and receive prior approval by the site principal and conform to District procedures and regulations.
4. No pupil shall be prevented from participating in a field trip or excursion due to lack of sufficient funds.
5. No pupil shall be prevented from participating in a field trip or excursion due to poor academic progress; field trips are educational in nature.
6. No pupil from another school district shall be allowed to participate in a field trip unless prior approval is received from the site principal.

Written approval by parents/guardians is required for participation of students on field trips, and appropriate instruction shall precede and follow each field trip.

Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all field trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory, training sessions and/or meetings.

A ratio of one (1) adult chaperone/staff to every eight (8) students is required if the trip involves an overnight stay or water activities. The site principal shall insure that co-ed chaperones are present for overnight field trips involving co-ed pupils.

Students must have written parental permission in order to participate in trips requiring transportation (Education Code 35350). The District shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Safety and First Aid

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. A teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross or equivalent and which emphasizes the treatment of snakebites shall accompany the trip. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians, and students participating in the trip to discuss safety and behavior, and the importance of safety-related rules and conduct for the trip. For non-certificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if any emergency occurs.

The principal will discuss the following topics at the meeting with staff, parents/guardians:

- a. Students are to be supervised at all times.
- b. No persons on the trip may consume alcohol at any time.
- c. Student safety and conduct rules are to be enforced.
- d. The Nevada Joint Union High School District Zero Tolerance Policy is in effect at all times.
- e. All persons participating in the field trip will be made aware of who is in charge, who is second in charge, and what the specific rules of conduct are for the trip.

Medications

1. All students requiring medication(s) during a field trip must have the medication(s) approved by a school nurse for medical review and to assure appropriate personnel are available to safely administer the medication(s).
2. Medication(s) should be in the original bottle and the physician's prescription must be brought to the nurse's office to review a minimum of one week prior to the field trip.
3. The school nurse will make the final decision regarding whether the student may carry and administer his or her own medications.

4. A contract may be required for self-administration of some medication(s).
5. Responsibilities of Personnel Administering Medication:
 - a. Must be a Nevada Joint Union High School District employee.
 - b. Must have annual documented training in administering medication(s).
 - c. Is responsible for keeping medication(s) in a secure place.
 - d. Medication(s) need to be returned directly to guardian at the end of the field trip.
 - e. Prior to leaving on the field trip and upon return, doses of controlled substances must be counted and noted on medication card.
 - f. Per protocol, medication administration must be documented on medication cards, which are to be returned to the nurse's office at the end of the trip.

Supervision

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
2. Teachers, other certificated personnel, or chaperones shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones, other than parent(s) or guardian(s), shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the monitoring of these students' activities.
6. A practical twenty-four hour student monitoring program will be submitted to the principal prior to departure on an overnight trip. Students are to be supervised by staff or chaperones at all times including, but not limited to, free time and housing activities.
7. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances at any time during their participation in a field trip.
8. When a field trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as a conductor.

Funding

No student shall be prevented from making a trip because of lack of sufficient funds. No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

Trip Approval

1. Teachers planning a field trip shall make a request in writing to the principal prior to collection of funds and planning for the trip. Whenever practical, an alternate date should also be listed. The written request shall include a detailed description of the field trip, the purpose of the activity, the overall estimated cost per pupil/chaperone and a comprehensive itinerary, including, but not limited to, dates of the trip, destination(s),

anticipated mode of travel, travel routes, food and lodging arrangements, and a description of entertainment/ recreational activities during the trip.

- a. All trips involving out-of-country travel shall require the prior approval of the Board. Any trips requiring over-night travel or travel of over 150 miles one way shall require the approval of the Superintendent.
2. The principal shall approve or disapprove the request and notify the teacher. If the field trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the field trip any student whose presence on the trip would pose a safety or disciplinary risk.
4. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.
5. Any school-sponsored series of pre-scheduled activities which require transportation to various locations (i.e., performing/visual arts, agriculture, athletics, or academic competitions) shall require a schedule of events attached to the permission/consent to treat form signed by the parent.

Zero Tolerance/Chaperones

1. Following receipt of the principal's written approval as set forth in paragraph 2 above (under Trip Approval), the teacher shall notify all students, parents and school personnel participating in the field trip that the District's Zero Tolerance policy will apply and be enforced during the period of the trip.
2. The teacher shall require each student, chaperone and school staff member participating in the field trip to sign and return a certification stating that he/she has reviewed and understands the terms of the ZERO TOLERANCE policy; he/she acknowledges that the ZERO TOLERANCE policy will be in effect during the entire period of the field trip activity and that by signing the certification, he/she promises to abide by the terms of the ZERO TOLERANCE policy and specifically understands that absolutely no alcohol or drug use will be tolerated under any circumstances.
3. The teacher is responsible for maintaining gender appropriate chaperone-to-student ratios of at least one (1) adult chaperone to every eight (8) students on overnight field trips.
4. The teacher will conduct a mandatory meeting for all adult chaperones to advise them of their supervisory responsibilities, safety rules, and the procedures to follow in the event of an emergency. The adult chaperones will be notified that for purposes of

supervision, they will be “on call” twenty-four (24) hours per day during the field trip. Chaperones will be provided a copy of the Field Trip Guidelines.

5. The teacher will advise all field trip participants, i.e., students, parent chaperones and school personnel that all sleeping facilities occupied during the field trip shall be monitored to insure that no male students are present at any time in female students’ rooms, and that no female students are present at any time in male students’ rooms.
6. The teacher shall insure, whenever possible, that adult chaperones occupy a room(s) on the same floor and in close proximity to the rooms occupied by students.
7. The teacher will obtain all necessary permission and consent to treat forms signed by parents/guardians.

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
2. When wading in the ocean, bay, river or other body of water as a part of a planned, supervised outdoor education activity, teachers shall provide for closer supervision and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. Swimming Activities:
 - a. Parents/guardians must provide written permission for the student to swim and must indicate the student’s swimming ability.
 - b. Swimming facilities, including backyard pools, must be inspected by the principal or teacher before the facilities are actually used.
 - c. Owners of private pools must provide a Certificate of Insurance, designating the District as an additional insured, for not less than \$1,000,000 in liability coverage.
 - d. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent.
 - e. The ratio of adult chaperones to students shall be at least one (1) to eight (8).
 - f. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students.

- g. Emergency procedures shall be included with written instructions to adult chaperones and staff.
- h. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.

Field Trip Transportation

1. The following use priority shall be observed for student transportation for field trips in Nevada Joint Union High School District; however, if “walking” is a more appropriate mode of transportation as determined by principal and staff, it shall move up the “use priority” list.
 - a. District school buses
 - b. District vehicles other than school buses
 - c. Rental vehicles
 - d. Private vehicles or public service contract vehicles (i.e., Dial-a-Ride, approved by the Public Utilities Commission)
 - e. Walking
 - f. Bicycles
 - g. Personal vehicles (parent/volunteer/employee owned vehicles)

If there are any circumstances that make this priority list unrealistic, contact the Superintendent or designee.

2. The school site principal shall be in charge of the assignment of school vehicles. The selection of school bus drivers for school buses shall be the responsibility of the transportation contractor, who shall take into account the training, experience, ability, health, and driving record of the driver as well as the type of trip, length of trip, overnight trips, etc.
3. District administration shall require all contract carriers to be Public Utilities Commission (PUC) licensed. The PUC carrier shall hold the District harmless for any damages occurring during or by reason of the transportation provided for the field trip or excursion. The PUC carrier shall have the District named as an additional insured for the field trip or activity. In order to facilitate these endorsements, the District will contract with PUC carriers who can make available an “advanced additional insured blanket endorsement.”
4. *DMV Employee Pull Notice Program*

The district participates in the DMV Employee Pull Notice Program for all employees who transport students on field trips. Prior to transporting students (in district, personal, or rental vehicles) on any field trip, employees will complete the DMV form, “Authorization for Release of Driver Record Information,” INF-1101 to participate

in the DMV Employee Pull Notice Program. The employee's record will be reviewed by the administration and approved prior to the employee driving students on any field trips.

If an employee's driving record includes 2 or more points or a DUI, the employee will not be allowed to drive on field trips with students.

5. *Parent/Volunteer Drivers*

When private vehicles are used for field trips and driven by parents or volunteers, the parent/volunteer shall complete a Drivers Certification Statement (Exhibit D), have a valid California driver's license, and show evidence of automobile insurance coverage (of at least \$300,000/\$100,000).

If a parent/volunteer's driving record includes 2 or more points or a DUI, the parent/volunteer will not be allowed to drive on field trips with students.

6. Guidelines for field trip transportation shall include the following items:

- a. The use of the district-wide permission slip shall be mandatory. It shall include consent to treat (medical release) form and a notice to the parents of the type of transportation to be used. This form shall be in duplicate with a copy on file at the school and a copy accompanying the vehicle on the field trip. For intradistrict field trips, the teacher in charge must keep all permission/medical release slips. For after-school sports and a series of pre-scheduled activities in grades 9-12, permission/medical release slips can be a blanket form for each sport/activity and will include the schedule of games/activities (including times and places and mode of transportation).

Due to the wording specifically contained in the Education Code, the District shall require all adults taking out-of-state field trips or excursions and all parents/ guardians of students taking field trips and/or excursions to sign a statement waiving claims against the District.

- b. A District activity roster record shall be completed prior to District field trips. As in the case of the District-wide permission slip, a master activity roster for after-school sports shall be made at the beginning of the sport and filed in the school administrator's office prior to the trip
- c. A standard District transportation request shall be completed for all field trips.
- d. A line of communication and responsibility in case of emergency shall be designed.

- e. The designation of school vehicles as to use for local or long distance field trips shall be made by school site administration.
- f. The Superintendent/designee must approve trips of one hundred fifty (150) miles (one way) and overnight trips. The Board must approve out of state (or out of country) trips, with the exception of trips to Nevada that are less than 150 miles one way.
- g. Prior permission is required in advance for all plans for out-of-state field trips and/or excursions or overnight travel.
- h. District-assigned vehicles must be used if more than 16 students are to be transported. If this is not economically feasible, please contact the Superintendent or designee.
- i. When private vehicles are used, the following shall be adhered to:
 - 1. Before transporting students on any field trip or activity, drivers shall register with school site administration. Drivers shall receive safety and emergency instructions, which shall be kept in their cars. All student passengers shall provide permission slips signed by their parents/guardians.
 - 2. Drivers shall be required to possess a valid California drivers license and liability insurance of at least \$100,000 per person and \$300,000 per occurrence.
 - 3. Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles must carry liability insurance of \$100,000 per person and \$300,000 or more per occurrence.
 - 4. All drivers and passengers shall wear seat belts in accordance with the law. (Vehicle Code 27315).
 - 5. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.
 - 6. 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 (10). (Education Code 38045).
 - 7. The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing

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tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

- j. The Superintendent may waive any of the guidelines regarding field trip transportation. The Superintendent shall inform the Board of such a decision.

Liability Insurance

The Superintendent or designee shall ensure that the district has sufficient liability insurance when field trips or excursions involved either transportation by district vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country (Education Code 35330)

Board Adopted: July 20, 1999

Board Revised: August 24, 2005, October 12, 2005, February 15, 2006, October 11, 2006

Board Revised: February 20, 2008, December 5, 2012

NEVADA JOINT UNION HIGH SCHOOL DISTRICT

REQUEST FOR FIELD TRIP

Class/Organization/Activity Involved: _____

Date of Trip: _____ From: _____ to _____

Periods to be Missed: _____

Destination: _____

Purpose of Trip: _____

Transportation Method:

School Bus _____ School Vehicle(s) _____ Rentals _____ Private Cars _____

Number of Students Involved: _____ Number of Adults: _____

Parent Permission/Treatment Forms completed and copy turned in: _____

Signature of Field Trip Supervisor: _____ Date: _____

Approved: _____ Not Approved: _____

Signature of Dept. Chairperson

Signature of Principal/Designee

Charge to: _____

FIELD TRIPS OVER 150 MILES (ONE WAY) OR OVERNIGHT ARE TO BE APPROVED BY THE DISTRICT

FOR DISTRICT USE ONLY

Field Trips over 150 miles (one way) or overnight

Approved

Not Approved

Signature of Superintendent/Designee

Date

NEVADA JOINT UNION HIGH SCHOOL DISTRICT
CHAPERONE CONTRACT FOR FIELD TRIPS

Chaperone Name _____ School year _____

(This contract applies to all field trips you participate in this school year.)

A chaperone is a parent or guardian who assumes responsibility for a group of students on the field trip *under the direction of the teacher*. The teacher will select the chaperones as needed.

Your signature below acknowledges that you agree to all of the following:

1. Chaperones will ride the bus.
2. There will be at least one chaperone for every eight (8) students.
3. Chaperones will follow the itinerary and stay with their group of students at all times.
4. Chaperones will not bring siblings of the student on the trip.
5. Chaperones will not smoke, consume alcohol, or use illegal drugs or controlled substances during the trip, as indicated below.
6. The school reserves the right to deny a parent the opportunity to be a chaperone if the above guidelines are not followed.

Reservations, arrangements, and fees for the trip are at the discretion of the teacher in charge of the trip.

I understand and agree to follow the Field Trip Policy, the following Zero Tolerance Policy, and if the field trip is out of the State of California, the following out-of-state wavier, during the entire period of the field trip.

Anyone who is found in possession of loaded or unloaded firearms, knives, explosive devices or any other dangerous weapons, has possession, sells, or is under the influence of any controlled substance or alcohol, commits or attempts to commit robbery or extortion, or causes, attempts to cause, or threatens to cause serious physical injury to another person shall immediately be suspended and may be recommended for expulsion, unless the particular circumstances of the case indicate that expulsion is inappropriate. No exception shall be made in the case of possession of a loaded or unloaded firearm.

According to Education Code Section 35330, all persons going on a field trip or excursion shall be deemed to have waived all claims against the Nevada Joint Union High School District or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion. All adults taking out-of-state field trips or excursions shall sign a statement waiving such claims.

WAIVER FOR OUT-OF-STATE FIELD TRIPS

The undersigned individual is participating in an out-of-state field trip and hereby waives all claims against Nevada Joint Union High School District or injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion.

Signature of Chaperone

Printed Name of Chaperone

Date



NEVADA JOINT UNION HIGH SCHOOL DISTRICT
FIELD TRIP PERMISSION FORM
PARENT PERMISSION AND ZERO TOLERANCE & MEDICAL FORM

STUDENT NAME: _____ ID NUMBER _____

FIELD TRIP INFORMATION:

SCHOOL SITE: [] Nevada Union [] Bear River [] Silver Springs [] Sierra Mtn. [] NU Tech [] Ghidotti

DATE OF TRIP: _____ NATURE/DESTINATION OF TRIP: _____

TRIP SUPERVISOR: _____ DEPARTURE TIME: _____ RETURN TIME: _____

SPECIAL INSTRUCTIONS: _____

ZERO TOLERANCE:

The District's "Zero Tolerance" policy will apply and be enforced during the entire period of the trip activity and by signing this document you are acknowledging to promise to abide by the terms of the Zero Tolerance policy #5144 established by the Nevada Joint Union High School District.

MEDICAL/INSURANCE INFORMATION:

Medications:

All medications the student must take during this field trip must be approved by the nurse's office a minimum of one week prior to the trip. Approval requires a written M.D. authorization even if the medicine is self-administered or an over-the-counter drug. Some of these medications (i.e. controlled substances) will need to be administered by a staff member.

List all medications the student is taking: _____

Student Insurance Information:

NAME OF INSURANCE CARRIER: _____ POLICY/ID # _____

Emergency Contact Name: _____ Phone # _____

I understand that the school does not assume responsibility for student injuries but does make available voluntary purchase, student accident insurance through Meyers-Stevens Ins. _____ I will enroll my child in the program (Information available on request)

_____ I choose not to enroll my child in the program

CONSENT TO TREAT:

I (we) the undersigned parent(s) or legal guardian of the above-named minor, do hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis rendered under the general or special supervision of any member of the medical staff and emergency room staff licensed under the provisions of the Medical Practice Act or a dentist licensed under the provisions of the Dental Practice Act. . It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power to render care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. It is understood that effort shall be made, to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached.

Should any responsible school representative be unable to contact the undersigned after a reasonable attempt has been made, the undersigned do (does) hereby delegate to the responsible school representative the right to authorize medical or surgical care that is considered essential.

THIS HEALTH INFORMATIN WILL BE PROVIDED TO MEDICAL CARE PERSONNEL IN CASE OF AN EMERGENCY DURNING A FIELD TRIP:

Birth Date: ____-____-____ Last Tetanus or Tdap: _____ Today's Date: _____

Please be aware that California Education Code 35330 provides in part that:

All persons making the field trip or excursion shall be deemed to have waived all claims against the district, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

My student and I have read the Parent Permission and Zero Tolerance policies and understand the responsibilities to participate in this activity. My student and I understand if any of the rules and regulations are broken, my student will be immediately expelled from the activity at our own expense, and he/she will be disciplined the first day the chaperones return to school. My student and I also understand that without this form completed and signed, my student, without exception, will not be allowed to participate in this activity.

SEE REVERSE SIDE FOR RULES AND REGULATIONS

Student Signature

Date

Parent's Signature

Date

Field trips are a school activity and students are subject to all school rules and regulations. I understand that my student assumes full responsibility for his/her own actions and shares responsibility for the group's actions. My student and I further understand that my student must abide by all rules and regulations set by the School Board for the Nevada Joint Union High School District, the school and the trip chaperones. If any of the school rules, field trip rules, or district rules are broken, the participant will be held accountable and will be sent home at his or her expense.

Some of the rules and regulations, (but not limited to the following) which are to be adhered to by your student at all times while on the trip:

- ***Alcohol and Drugs: Absolutely no alcohol or drug use will be tolerated under any circumstances during the trip activity. Alcohol and controlled substances are illegal and are not permitted at any time during any school-sponsored activity. If your student is found under the influence, or if your student is in possession of alcohol or drugs, your student will be immediately expelled from the activity. The chaperones will write your student's referral when they return to school. The consequences will follow the Nevada Joint Union High School District Policy found in the student's handbook which can be found on-line at www.njuhsd.com.***
- ***Participants must stay with the group at all times.***
- ***Unacceptable conduct: Rowdiness, fighting, damaging property, foul language, any illegal act including shoplifting or stealing, and not following chaperones' rules. Again, the consequences and punishment will be the same as outlined in the student handbook which can be found on-line at www.njuhsd.com.***
- ***Appropriate dress code established by the student handbook which can be found on-line at www.njuhsd.com.***

NEVADA JOINT UNION HIGH SCHOOL DISTRICT
School Related Trips –Parent Automobile Transportation
DRIVERS CERTIFICATION STATEMENT

SCHOOL _____

DATE _____

The Nevada Joint Union High School District recognizes the importance of out-of-classroom learning experiences and, hence, encourages educational study trips. The District will continue to make every effort to provide transportation whenever possible, but there are times when vehicles and/or personnel are not available. At these times, the District asks parents to help provide transportation.

Student Name _____

Sport/Club _____ Coach/Advisor Name _____

Name of Driver _____ Date of Birth _____

Address _____ Driver's License No. _____
 _____ Expiration Date _____

Tele No. () _____ Pager No. _____ Fax No. _____

Email Address _____

VEHICLE INFORMATION

Name of Owner _____ Year _____

Address _____ Make/Model _____
 _____ License Plate _____

Registration Expires _____ Seating Capacity _____
 (SEAT BELTS REQUIRED)

INSURANCE INFORMATION

Please attach a copy of your insurance policy showing the following minimum insurance limits:

Bodily injury: \$100,000/300,000
 Property Damage: \$50,000

Insurance Company _____ Policy No. _____
 Telephone No. _____ Exp Date _____

PLEASE RETURN THE FOLLOWING TO COACH/ADVISOR:

- Drivers Certification Statement (Parent Automobile Transportation Form)
- Insurance Policy (copy)
- Drivers License (copy)

NOT APPROVED RETURNED TO COACH/ADVISOR _____ DATE: _____

COACH /ADVISOR: RETURN COMPLETED FORMS TO PRINCIPAL'S OFFICE

| | |
|-------------------------------------|------------|
| FOR OFFICE USE ONLY: APPROVED _____ | DATE _____ |
|-------------------------------------|------------|

DRIVERS INSTRUCTIONS:

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

1. Be sure that you have registered with the school administration and completed all necessary forms including the Driver's Certification Statement, a copy of your valid driver's license, a DMV printout of your driving record, and current liability insurance of at least \$100,000/\$300,000 per 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.
4. If the vehicle is a truck or pickup, occupants shall only be carried in the passenger compartments.
5. 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) More than nine passengers and the driver, a total of ten occupants, in a vehicle constitute a school bus.
6. Require each passenger to use a safety belt.
7. For safety and well being of all persons, when traveling by private transportation, travel in a convoy whenever possible.

In case of emergency, keep all the students together. Call 911 and the school administration.

SPECIAL INSTRUCTIONS:

NEVADA JOINT UNION HIGH SCHOOL DISTRICT CHECKLIST FOR FIELD TRIPS

REMEMBER: *You must submit the packet for your field trip three (3) weeks prior to the event.*

- **Request for Field Trip Form**
 - (Must be signed by Principal/Designee)
 - (If over 150 miles one way, overnight, or out-of-state must be signed by Superintendent/Designee)
 - (If out of country, must go to Governing Board).

- **Activity Itinerary** (*detailed*) with line of communication and responsibility in case of emergency. To be submitted with request form.

- **Student Activity Roster** with every student (listed alphabetically) participating in field trip.

- **Names of chaperones** participating on field trip with completed chaperone contract(s). Adhere to gender appropriate chaperone-to-student ratio guidelines. Must have at least one district employee.

- **Method of Transportation.**
 - (i.e. school bus, rental car, private vehicle)
 - Request for Transportation
 - Request for Rental Vehicle
 - Drivers Certification Statement (private vehicles)
 - Staff members driving student in district vehicles or rental cars must be on the DMV Pull Notice List.

ALL STUDENTS MUST HAVE COMPLETED:

- **Parent Permission, Zero Tolerance and Medical Form** for every field trip.

All of the above forms can be obtained in the Principal's Office.