

TRANSPORTATION

FIELD TRIPS

1. Field trip application form will be completed by person making trip request.
2. Field trip application must be signed by the principal.
3. Teacher supervising field trip will furnish the office with a roster of students making the trip.
4. Teacher supervising the trip or a designee will remain at return sight until all students have been released to appropriate individuals.
5. Teacher supervising the trip will plan for supervision of all students in case of an accident.
6. In the event of an accident, the principal will be notified as soon as possible.
7. Principal will review with supervising teacher to determine that appropriate planning has been done and supervision is in place.
8. The following checklist will be used for a safe field trip:
 - a. Field trip application
 - b. Parental permission slips
 - c. Complete list of occupants on bus(es) with parents' names, addresses, phone numbers, and additional contact
 - d. List of students not participating in field trip and their location on file in the office
 - e. Arrangements made for the supervision of students not participating in field trip
 - f. Lunchroom manager notified in advance if lunch will not be eaten at school
 - g. Arrangements made for meals if they are provided away from school
 - h. Arrangements made for student pick-up if the return time is after school dismissal
 - i. Route to be traveled to and from the off-campus destination filed in the office.

TRIP EMERGENCY PROCEDURE

1. Call police and medical assistance if needed (911)
2. Administer first aid.
3. Call main office / principal or central office
4. Determine names and locations of those injured and uninjured.
5. Identify chaperones to stay at scene of accident and those to depart with uninjured.
6. Determine whether to send uninjured and/or uninvolved students home
7. Call principal or central office to update information
8. Designate holding area for uninvolved or uninjured students
9. Emergency notification (death/injury)
 - a. Parent/next of kin contacted by principal or designee
 - b. Parent/next of kin should only be told that student/adult has been injured
 - DO NOT REPORT THAT STUDENT/ADULT HAS DIED.**
 - c. Give location of injured.