

Field Trip Guidelines



1. Field trips must correspond with standards of study in the classroom.
2. Teachers are required to submit a plan of desired field trips for the year before the first day of school.
3. A field trip request form must be filled out well in advance of each trip for approval.
4. Students must ride the bus both ways on a field trip unless the parent signs a release form. It is the teacher's responsibility to bring district release forms on the trip. Parents may not sign for children other than their own.
5. The district encourages teachers to share busses and coordinate their trips.
6. If space is limited, teachers must use a lottery system to determine parent participation.
7. Siblings are not automatically included in all fieldtrips. It depends on space on the bus as well as space for the activity. Space for parents will always be the priority before siblings. It is up to the teacher to determine and act accordingly.
8. Teachers are to take a first aid kit, located in the office, on all field trips. Make sure a quick assessment of all medical needs for the class has been done.

**GRATTON SCHOOL DISTRICT
FIELD TRIP REQUEST FORM
FOR TEACHERS**



This form is to be given to Mrs. Rocha no later than two weeks prior to event.

REQUEST BY: _____

DATE OF EVENT: _____

TRIP DETAILS

DESTINATION _____ REASON FOR TRIP _____

TIME OF DEPARTURE FROM GRATTON _____

GRADES ATTENDING _____

TIME EVENT BEGINS & ENDS _____

GPA Date (Grades 5-8) _____

LUNCH

_____ No lunch

_____ Sack lunch
extra detail: _____

MONEY REQUIRED

_____ No money required

_____ Amount of money required for: _____

TRANSPORTATION

_____ Please arrange for a bus.

_____ I will be responsible for asking parents to drive.

ADDITIONAL DETAILS PARENTS WILL WANT TO KNOW:

For office use: Approval Date: _____

**GRATTON SCHOOL DISTRICT
FIELD TRIP INFORMATION**

TRANSPORTATION OF STUDENTS IN PRIVATELY OWNED VEHICLES

Driver Information

Date of Trip: _____ Destination: _____

Driver (circle one): Employee / Parent/Guardian / Volunteer

Name: _____ Date of Birth: _____

Address: _____

Phone Number: _____ Cell Phone: _____

Driver's License Number: _____ Expiration Date: _____

_____ (initial) The Gratton School District has on file a copy of my current driver's license. I also possess a good driving record.

Vehicle Information

Name of Owner: _____

Address: _____

Make: _____ Year: _____ License Plate Number: _____

Registration Expiration: _____ Seating Capacity: _____

Insurance Information

Insurance Company: _____ Phone Number: _____

Policy Number: _____ Expiration Date: _____

Liability Limits of Policy: _____

_____ (initial) I understand that I must possess at least the minimum insurance required by law. Current proof of insurance has been provided.

_____ (initial) I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

_____ (initial) I certify that I have received and will abide by the driver instructions provided by the district.

SIGNATURE OF DRIVER: _____ Date: _____



Gratton School District Driver Instructions

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

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each 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. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all students together and call 911 and the district office.