

INSTRUCTION

AR 6150 Sponsored Trips

Field Trips

Field trips, or excursions for the purpose of furthering a class's study of a particular subject, are recognized as an integral part of the instructional program. In planning such trips, teachers shall take into consideration distance from school, transportation requirements, safety of pupils, adequate supervision, and expense. In cases where students are leaving campus, specific parental approval for individual children to participate must be obtained. All day field trips must receive prior approval from the program supervisor.

Transportation may be provided by County Office of Education transportation vehicles and/or school buses driven by County Office of Education employees or school bus drivers who have certification. In accordance with appropriate safety standards, the Superintendent shall establish regulations and procedures to allow parents to provide transportation.

Field trips or excursions that are not directly related to the instructional program but are seen as beneficial to the participants must be approved by the County Board of Education on an individual basis. Field trips that are not directly related to the instructional program include, but are not limited to, extracurricular trips that broaden the students' education beyond the normal classroom curriculum. Such extracurricular trips may be related to club, team or special interest group activities. Once approval is received, the trips may be repeated in future years.

All trips, whether or not related to the education program, that require an overnight stay must be submitted to the County Board for approval on an individual basis and may not be automatically repeated in future years.

All planned trips, including athletic trips and outdoor education programs, are subject to this regulation.

The County Office of Education recognizes that trips are important components in the instructional program. Trips which are properly planned and implemented can:

1. Supplement and enrich classroom procedures by providing learning experience in an environment outside the schools;
2. Arouse new interests among students;
3. Help relate school experiences to the reality of the world outside of schools/programs;
4. Bring all the resources of the community within the scope of a student's learning experience.

Parental permission is required for students to participate in field trips and excursions requiring transportation. The El Dorado County Office of Education shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip or excursion.

Definitions:

The term “trip” as used herein shall mean any travel or journey which occurs outside of normal daily classroom or playground activity and includes field trips, excursions and walking trips.

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.
2. Whenever trips are conducted in commonly known poisonous snake areas:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies.
 - b. The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites.
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parent/guardians and students to discuss safety and the importance of safety-related rules for the trip. For noncertificated 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 an emergency occurs.

Supervision

1. Students on approved trips are under the jurisdiction of the County Office of Education and subject to County Office rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall provide supervision of their conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students’ activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Funding

No student shall be prevented from making a trip due to insufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.

The County Office of Education may allocate funds for school/program-related social, educational, cultural trips. Individual schools/programs shall be provided with budgetary allocations so that effective planning can be made for such activities.

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least 10 days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.
2. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose an unreasonable safety risk.
4. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unreasonable, unacceptable, or unmitigated risks.

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in writing in advance by the principal.
2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ration and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.

There shall be no wading in any ocean, bay, or river unless prior written documentation is obtained which provides reasonable assurance that there is no risk from dangerous currents, waves or other conditions.

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 and teacher before the trip is scheduled.

- c. Owners of private pools must provide a certificate of insurance, designating the County Office of Education as an additional insured, for not less than \$500,000 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 and must be at least 21 years old.
- e. The ratio of adult chaperones to students shall be at least one to ten. In grades 4 – 6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four.
- f. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
- 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 provide written documentation of appropriate swimming ability.
- i. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
- j. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

Exhibit

Instruction

PARENT/GUARDIAN NOTICE OF WAIVER OF CLAIMS AND PERMISSION FOR STUDENT PARTICIPATION IN FIELD TRIP OR EXCURSION

_____ (Name of Student) _____ has my permission to attend
_____ (activity/event) _____ which will take place at:

Date of event: _____ Class or group attending: _____

Teacher or leader: _____

Method of transportation: _____

If traveling by automobile, name of driver: _____

I understand that all students going on this trip will be responsible for their conduct to bus drivers, to teachers and adult sponsors. It is further understood that students will go and return from the event on the transportation provided and that every reasonable caution will be maintained on the trip.

_____ (Date) _____ (Parent or Guardian Signature)

WAIVER OF CLAIM

I do hereby understand that all persons making this field trip or excursion is (are) waiving all claims and holding harmless the El Dorado County Office of Education and the State of California for any injury, accident, illness, or death occurring during or by reason of this excursion/field trip.

_____ (Date) _____ (Parent or Guardian Signature)

ADULT OUT OF STATE FIELD TRIP/EXCURSION WAIVER

I hereby understand and agree that by making an out of state field trip or excursion as follows:

Place/Destination

Date(s) of Trip/Excursion

I am waiving all claims against the El Dorado County Office of Education for injury, accident, illness or death occurring during or by reason of this field trip or excursion.

Date

Name of Adult Participant

GENERAL RELEASE
FIELD TRIPS/EXCURSIONS CAN BE DANGEROUS

THE ELDORADO COUNTY OFFICE OF EDUCATION REQUIRES ALL FIELD TRIP PARTICIPANTS ASSUME ALL RISKS BY SIGNING THIS GENERAL RELEASE.

Since field trips/excursions as follows:

Place

Date

Activity

can be dangerous, the Undersigned, for himself and personal representatives, assigns, heirs and next of kin:

Hereby Releases, Waives, Discharges and Covenants Not To Sue the El Dorado County Office of Education, its officers employees, agents and representatives all for purposes herein referred to as Releasees, from all liability to the Undersigned, his/her personal representatives, assigns, heirs and next of kin for all loss or damage and any claims or demands therefore, on account of injury to the person or property or resulting in death of the Undersigned, *whether caused by the negligence of Releasees or otherwise* or by reason of the Undersigned or his/her child's participation in this described field trip or excursion.

The Undersigned warrants the following statements are true and correct and understands that the Releasees have relied on them in entering into the foregoing Release and in conducting the described field trip/excursion giving the Undersigned permission to participate.

1. No oral representations, statements or inducements apart from the foregoing written agreement have been made.
2. The undersigned is fully aware of the risks and hazards inherent in participating in the field trip and hereby elect(s) voluntarily to participate, knowing the present conditions and knowing that said conditions may become more hazardous and dangerous and voluntarily assume(s) all risks of loss, damage, or injury that may be sustained by the Undersigned of his/her child while in or during said field trip.

The Undersigned Has Read and Voluntarily Signs This Release and Waiver of All Liability and Indemnity Agreement.

FIELD TRIPS/EXCURSIONS CAN BE DANGEROUS

Date

Name

**El Dorado County Office of Education
6767 Green Valley Road
Placerville, CA 95667
530.622.7130**

VOLUNTEER DRIVER FORM

Name: _____

Address: _____

Telephone: _____

I am over 18 years of age and volunteer to be a field trip driver for the County Office of Education during (check one):

- The current school year.
- The field trip to _____ to be held on the following date: _____.

Please provide the following information concerning the automobile which would be used to transport children:

Year, Make and Model: _____

License No.: _____

Automobile Insurance Company: _____

Expiration Date of Policy: _____

Number of **seatbelted** passengers which automobile can transport (excluding driver): _____

Please provide the following information concerning the driver:

California Driver's License No.: _____

Expiration Date: _____

Has the driver received citations for moving violations in the past year?

- No
- Yes (explain): _____

WAIVER OF LIABILITY: I understand that, pursuant to Education Code Section 35330, all persons making the field trip or excursion, including myself, shall be deemed to have waived all claims against the El Dorado County Office of Education or State of California for injury accident, illness or death occurring during or by reason of the field trip or excursion.

Dated: _____

Signature of Volunteer Driver

EL DORADO COUNTY OFFICE OF EDUCATION

AFFIRMATION OF AUTOMOBILE INSURANCE



EXPLANATION: Due to employees sometimes operating a private vehicle in the course of employment, the following information is necessary for everyone's protection.

Please **complete and submit to Risk Management.**

**** CONFIDENTIAL ****

I affirm that my vehicle described below is in safe driving condition and that I have a safe driving record. I also affirm that I have insurance on the vehicle in the amounts of:

• Bodily Injury	\$100,000/\$300,000 per accident **
• Property Damage	\$ 50,000 per accident **
• Medical Payments	\$ 2,000 per person**

**** Preferred or desired limits, but minimum coverage must meet legal state requirements.**

Driver's License Number _____	Class _____
State _____	License Expiration Date _____
Make of Vehicle _____	License Number _____
Insurance Policy No. _____	Insurance Carrier _____
Agent's Name _____	Telephone () - _____
Deductible _____	

I understand I will be reimbursed for mileage at the standard rate adopted by the County Board of Education and the El Dorado County Office of Education will assume, as a secondary source, any liability costs that exceed my required coverage. I understand the El Dorado County Office of Education will assume financial responsibility for the deductible amount up to \$500.00 should I be involved in an accident. I also understand that if I am driving students in my own car as part of my employment, I will advise my insurance carrier.

EMPLOYEE NAME (PRINT) _____
EMPLOYEE'S SIGNATURE _____
DEPARTMENT _____
DATE _____

Please check here if you will not be driving your vehicle or any other vehicle during work hours.

EMPLOYEE'S SIGNATURE _____
DEPARTMENT _____
SUPERVISOR'S SIGNATURE _____
DATE _____