**Field Trip Procedures**

**The following training packet is required for use by teachers and bus drivers. The packet provides procedural requirements for use in preparing and conducting all field trips.**

**Procedural Steps**

1. ***Request for Field Trip:*** Submit to the principal no later than 1 week prior to trip.
2. ***Certificate of Car Insurance:*** All volunteer drivers must submit to the principal proof of insurance with amounts of liability and deductible coverage specified no later than 1 week prior to trip.
3. ***Permission Slips:*** **Submit no later than 24 hours in advance.**
4. For all students involved
5. For all volunteer adults involved
6. The teacher shall place copies on bus during trip
7. ***Travel Roster:* a)** List all student and adult participants

**b)** Submit to the principal and the bus driver before departure

**c)** The teacher and the bus driver shall check the attendance at all boarding points

1. ***Itinerary:*** A complete itinerary will be submitted to the principal and the bus driver one week prior to the trip. Itinerary must include timelines, points of activity, and all stops.
2. ***Check List:*** The teacher will complete the check list and leave a copy with the principal.