



2019-20 Person County Schools – Field Trip and Transportation Request Form
(Submit out-of-state & overnight trips to Amy Seate for prior approval)

Instructions: Submit this form prior to the date of intended use as required by [Person County Board Policy 3320](#).

Note: All field trips must be requested by *April 9* and completed by *May 15*.

Section A: Trip Information (required for ALL)

Date(s) of Trip: _____ Departure Time: _____ Return Time: _____

School: _____ Grade/Group: _____

Students: _____ # Teachers/PCS Employees: _____ # Approved Volunteer Chaperones: _____

Teacher Name/Dept. Supervising Trip: _____ Trip Supervisor cell phone #: (____) ____-_____

Destination Name: _____

Destination Street Address: _____ Destination City/State: _____

Destination Phone #: (____) ____-_____ Estimated Mileage (round trip): _____ miles

Date bus reserved at Bus Garage: ____/____/____ Date Child Nutrition notified of trip: ____/____/____

Date School Nurse notified of trip: ____/____/____

Briefly describe the purpose of this trip and its relation to the curriculum. (If applicable, indicate specific grade level standards.) *(Attach Travel Itinerary if visiting more than one site or overnight stays.)*

Section B: Trip Costs (required for ALL)

\$ _____ gas (# of buses x reimbursement rate x mileage)

\$ _____ total admission \$ _____ food and/or snacks \$ _____ other _____

Total Trip Cost: \$ _____ Cost Charged per Student: \$ _____ Cost Charged per Chaperone: \$ _____

*****Total Student cost + Chaperone cost must not equal more than the total cost of the trip.**

Source of funding: ___ Student pay ___ PTA ___ School Fund ___ EC funding* ___ GEAR UP** ___ CTE**

* If EC funding, you must attach a printed copy of written approval from Ron Anthony.

** If GEAR UP or CTE fund, you must attach a printed copy of written approval from Judy Bradsher.

What is the plan for student(s) who are unable to pay *(Students may NOT be denied because of inability to pay.)*:

Is a substitute needed? YES or NO If yes, what funding code will pay the sub? _____

Section C: Student Accommodations (required if applicable)

If you have student(s) with any limitations (diet, physical, emotional, allergies, medication, etc.), explain your plan for how these student(s) will be accommodated. Make sure to notify your school's nurse.

Section D: Transportation

Activity Bus

Call the bus garage prior to filling out this section. 336-599-5672

The reimbursement rate is \$2.50 per mile for activity buses and \$2.50 per mile for yellow buses.

Number of activity buses requested _____ **Number of yellow buses requested** _____

Earl Bradsher Preschool Bus _____

Total number of passengers including students and adults: _____

As a reference, see the following for Activity bus capacity:

- Large buses (10): 60 elementary students or 40 middle/high students
- Big buses (2): 54 elementary student or 36 middle/high students
- Short bus (1): 36 elementary students or 24 middle/high students
- Mini buses (2): 24 elementary students or 16 middle/high students
- Note: Yellow buses have their capacity posted in the bus. (Must have prior approval from bus garage for use.)

Note: Activity buses are limited to distances of no more than 400 miles round trip. Longer trips require a charter service unless approved by the superintendent at least 60 days in advance. Yellow buses are not approved for field trips except in the extraordinary circumstances.

Section E: School Approval

Principal Signature: _____ **Date:** _____

Private Motor Coach Service

Name of Carrier: _____

Number of buses being chartered: _____

Date of trip: _____ Location: _____ Location phone #: (____) _____ - _____

Name of person assigned to conduct pre-trip checklist: _____

***Charter company must be on the [PCS approved Charter Bus list](#), and contract must be signed by the principal.

Section F: District Approval

OUT-OF-STATE and/or OVERNIGHT TRIPS (Must be received by Amy Seate 60 days in advance of date of trip.)

Approved by Superintendent/Designee _____ **Date** ____/____/____

Charge Trip No Charge Trip

If international (or otherwise required), approved by Board of Education on _____. (Date)

Section G: Teacher Responsibilities During the Field Trip

- Be accessible by cell phone at all times.
- Keep a notebook with emergency contact information, consent forms and other relevant paperwork.
- Ensure that activities follow the approved itinerary.
- Store medication in a safe and secure location and administer medication in accordance with law, board policy, and local procedures.
- Enforce applicable behavior rules and consequences.
- Contact the principal as soon as possible if an emergency occurs and complete accident report.
- Ensure adequate supervision of all students.

GENERAL RULES AND PROCEDURES FOR FIELD TRIPS AND USE OF BUSES

Person County Board Policy 3320: Field Trips and Excursions

School sponsored trips shall be allowed only when it is determined that they will make a worthwhile contribution to the child's education and permission is given by the principal of the school. To this end, teachers and principals will be expected to consider the following factors in selecting and approving field trips: value of the activity to the particular group or class groups, relationship of the field trip activity to a particular aspect of classroom instruction and the North Carolina Standard Course of Study, suitability of the activity and distance traveled in terms of the age level, mode and availability of transportation and cost.

- A. All trips must be approved by the principal or his/her designee.
- B. The athletic department has priority for all activity buses.
- C. Principal or teacher should advise parents about the specifics of the trip and receive written permission from the parent/guardian for the child to make the trip. Any parents or other non-employee chaperone on the trip must meet the district's requirements for volunteer approval including a criminal background check.
- D. Groups traveling in more than one vehicle must have an adult in each vehicle.
- E. Any school-sponsored trip shall be made available to all students in the specific group without regard to the students' ability to pay.
- F. Parents are strongly encouraged to maintain adequate insurance coverage for all students. The Board of Education is not responsible for medical or accident insurance for students.
- G. All field trips must be completed by May 15. Exceptions must be for extraordinary reasons and require the Superintendent's approval.
- H. Field trips without an overnight stay and/or out-of-state must be approved 60 days prior by the CAO. .
- I. Activity buses are limited to distances of no more than 400 miles, round trip. Longer trips require a charter coach service unless approved otherwise by the superintendent. Regular school buses are not approved for field trips except in extraordinary circumstances. Principals must provide a list of buses to be used, a route or itinerary for the trip, and pre-trip and post-trip mileage for each bus. Drivers are to be paid from state funds.
- J. The school is responsible for making arrangements for a driver. Drivers will be paid at an hourly rate agreed upon with the school and in compliance with the Fair Labor Standards Act. All activity bus drivers are required by federal law to have a valid commercial driver's license with a "P" endorsement. Each school principal is responsible for verifying that drivers are appropriately licensed and are on the PCS BOE approved driving list.
- K. Any accident or need for mechanical repair should be reported immediately to Carol Bowes, Transportation Director. Bus Garage Phone: 336-599-5672.
- L. All vehicles must be returned to the bus garage upon completion of the trip and must be cleaned and free of debris. A \$25 fine will be imposed for vehicles returned dirty.
- M. Vans capable of carrying 10 or more passengers may not be used to transport students unless they meet the federal safety standards for school buses.
- N. Charter bus and other forms of transportation contracts must be on the PCS approved driver list and they must be reviewed and signed by the principal.
- O. The district cannot assume responsibility for any money lost due to cancellation of field trips. Care must be given to communicate to parents that some sites (ex: D.C. & NYC) are more likely to see a change in status. Principals must advise the CAO of any changes to security status after the trip receives initial approval.
- P. Trips using activity buses may be excused from the mileage reimbursement rate (MRR) if they are for an official sporting event (including one scrimmage), competitions required for subject-specific events (ex: FFA, HOSA, FBLA), and leadership Conferences. Community service projects are not exempt from the MRR. Any extra-curricular use of yellow school buses will be charged at the current rate.

Pre-Trip Inspection Form for Field Trips Involving Commercial Motor Coach Buses
(Complete one form per bus)

A copy of this form must be filed at the school and a copy should be sent to the Director of Transportation immediately upon return from the trip. The driver in the presence of the principal or other designated school representative should complete the inspection.

This section is to be completed by the driver.

VEHICLE INSPECTION

- | | |
|---|---|
| <input type="checkbox"/> Windows/Windshield (not broken or cracked) | <input type="checkbox"/> Tires (No Slick Tires!) |
| <input type="checkbox"/> Interior Lights | <input type="checkbox"/> Unusual oil/grease leaks at wheel seal |
| <input type="checkbox"/> Headlights (high beam/low beam) | <input type="checkbox"/> Fire extinguisher (charged) |
| <input type="checkbox"/> Taillights / Brake lights | <input type="checkbox"/> Copy of the Annual Safety Inspection (either sticker or paper) |
| <input type="checkbox"/> Horn | |

DRIVER INFORMATION

- Valid Commercial Driver's License with a P (passenger) endorsement
- Valid Medical Certificate (pocket card)
- Driver's Record of Duty Status (Log Book). Ask the driver if he/she has enough hours remaining to perform the trip.
- Vehicle registration card to ensure that vehicle is authorized to operate in the states of the trip. Make sure that the license plate and VIN # matches the registration card.

I have completed the above inspections and have found the bus to be safe and properly equipped. I attest that my logbook is accurate and my license, insurance and carrier contract with the Person County Schools are legal and currently in effect.

_____ / _____
(Driver's Signature) (Date)

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This section is to be completed by the principal or other designated school representative.

- Prior to the day of the trip, review the terms of the contract. Take a copy of the contract on the trip. Note: Emergency contact name and phone number should be in the contract.
- Check to make sure that the bus company that arrives is the one that was contracted with for this trip. If any bus is not from that company, ensure that the buses assigned are valid subcontractors on the list of pre-qualified vendors provided by the school system.
- Make sure that the proper number of buses and drivers are present, as stipulated in the contract for the trip.
- Ensure that each chaperone is aware of emergency exits, emergency procedures, and contact information prior to departure.

I attest that the driver completed this inspection form and signed it in my presence. I attest that I have completed the operational section and ensure that each chaperone has all necessary information.

_____ / _____
(Principal or Designee's Signature) (Date)

Destination: _____	School: _____
Carrier: _____	Bus License Tag# _____
Departure Time & Date: _____	Return Time & Date: _____
No. of Students: _____	No. of Chaperones: _____