



Teacher's Field Trip Check List

- When planning your field trip, check the BCS Google Calendars for potential conflicts. Secondary teachers should also check the test calendar in the secondary teacher's workroom.
 - Receive approval for trip from Principal at least two weeks prior to proposed trip date with **Parent Approval for Field Trip Form**.
 - A copy of the **Parent Approval for Field Trip Form** is to be given to the appropriate office (elementary or secondary) for attendance purposes.
 - Reserve school bus with **Bus Request Form**. Turn in Bus Request Form to Tina.
 - Notify faculty/staff (via RenWeb staffwide email) as soon as you receive field trip approval of the date of field trip and the students involved.
 - Send home **Parent Approval for Field Trip Form** at least one week prior to trip
 - Check to make sure you have all Parent Approval Forms and expenses at least one day prior to trip. Turn in travel expenses to Ranae.
 - If private cars are used for transportation, give each driver a copy of the **Field Trip Transportation Policy** to fill out, sign and return to teacher.
 - Fill out the **Bus Seating Chart** for all students. Teacher keeps one copy and turns in one copy to Tina prior to the trip.
 - Read the **Bus Rules** to the students.
 - Make copies of each student's emergency medical form or borrow the entire binder from either the Elementary or Secondary office.
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Take List on Day of Field Trip

- Itinerary, maps and sponsor/driver's mobile numbers to give to all parents, drivers, chaperones and one copy on file in either the elementary or secondary office.
- Roster of students in order to take roll
- Emergency Medical Forms for all students traveling
- Parent Approval Forms which contain emergency phone numbers for all students
- First Aid Kit. Elementary teachers have them in their room. Secondary teachers need to use the first aid kit in the secondary office.
- Be prepared to pay for all meals for the bus driver



Bus Request Form

Bus Requested

- Eagle I, yellow bus, capacity 51 (2 per seat) + driver
- Eagle II, small white bus, capacity 24 + driver
- Eagle III, new white bus, capacity 43 (2 per seat) + driver

Date Form Submitted _____

Grade or Class _____

of Students _____

of Chaperones _____

Sponsoring Teacher/Staff _____

Proposed Date of Field Trip (Day & Date) _____

Time of Departure _____

Estimated Time of Return _____

Place to be visited/Destination _____

Educational Purpose of Trip _____

Calculation of Transportation Cost

Estimated Round Trip Mileage _____ @ \$1.00 per mile = \$ _____

Bus Driver @ \$10 per hour x _____ hours if not a volunteer = \$ _____

Total Transportation Cost \$ _____

Transportation Cost to be

collected from students or charged to activity account(s).

If charged to activity account(s), which account(s)? _____

Bus Driver _____

Bus Driver's Mobile Phone _____



Parent Approval for Field Trip

A field trip to (destination) _____

Has been scheduled for (day/date) _____

By (sponsoring teacher/staff) _____

For (grade/class) _____

Students will be traveling by (bus/private cars) _____

If departure is not during school hours, please arrive at BCS by _____

We will be leaving at _____

We plan to return at approximately _____

Required dress for this trip is (dress code/field trip shirt) _____

Cost per student for travel expenses _____

Please submit travel expenses to sponsoring teacher/staff by _____

Make checks payable to BCS.

Students need to bring the following the day of the field trip: sack lunch drink

money for lunch money for supper money for souvenirs

For your student to participate in this field trip, it is required that you complete and sign the bottom part of this form and return it and any requested travel expenses, to the sponsoring teacher/staff by _____

If you have any questions, please contact the sponsoring teacher/staff.

Sponsoring Teacher/Staff

Principal/Administrator

Date Sent Home

This is to certify that (please print student's name) _____

Has my permission to go on the field trip to _____

In case of emergency, we can be reached at the following phone numbers:

Mobile _____ Mobile _____

Work _____ Work _____

Home _____ Home _____

Other _____ Other _____

Signature of Parent/Guardian _____



Field Trip Transportation Policy

All students participating in school events will ride in vehicles designated by the school. The number of passengers in a single vehicle (other than the school bus) is not to exceed the number of seat belts in the vehicle. The driver of the vehicle is responsible for requiring each student in the vehicle to have his/her seat belt securely fastened.

All students will return to the specified area (school or meeting place) after the event in the same designated vehicle unless the parent of the student has made prior contact in writing with the coach, sponsor or teacher in charge.

If more than one vehicle is used, the drivers are expected to travel in a caravan. Parent's authorization for medical treatment must be present in the vehicle in which the student is a passenger. Students will only be allowed to leave campus for a field trip if they have turned in a signed Parent Approval for Field Trip form.

All drivers for school functions must be at least 25 years of age and hold a valid Texas driver's license, appropriate for the vehicle being driven.

The driver of every vehicle is responsible for having in their vehicle all the permission slips for the students in his/her vehicle. The driver of at least one vehicle is responsible for having a first-aid kit in the car.

Younger or older siblings of drivers or students are not allowed on school field trips.

Signature of Driver _____

Date _____

Texas Driver's License Number _____

Vehicle License Plate Number _____

Personal Insurance Carrier on Vehicle _____

Driver's Mobile Phone Number _____



Alternate Transportation Policy and Form

In case of personal or family inconvenience, other travel arrangements may be made with the teacher/staff/coach. A student may ride home from a field trip/contest with his/her parent or legal guardian. An Alternate Transportation Form must be signed by the student's parent and returned to the teacher/staff/coach, preferably prior to departing for the field trip/contest, if the student is to ride home with someone other than their parent. Students will only be released to adults (persons 18 years of age or older).

I request that my son/daughter _____ be
(first name, last name)

permitted to travel from _____
(destination of trip)

with _____ on _____
(adult driver's name) (date)

I hereby release BCS and any sponsoring staff member(s) from any and all liability related to this alternate method of travel for this school trip.

Parent/Guardian signature

Date

Students WILL ONLY BE RELEASED TO ADULTS.

Bus Rules

- Seat belts must be worn if provided. (Eagle III has seat belts.)
- No food or drink in buses except for water.
- No standing or changing seats while the bus is moving.
- Bus Seating Chart needs to be filled out. Teacher keeps a copy and a copy needs to be turned in to the office. Any damage to the seat will be charged to the student assigned to that seat.
- Boys and girls may not sit together on the bus.
- There must be at least one adult other than the bus driver on the bus. In secondary, if there are males and females on the bus, there need to be male and female sponsors riding on the bus. A male bus driver can serve as the male chaperone.
- At the end of the trip, it is the sponsoring teacher's responsibility to make sure students have picked up all trash on the floor and in the seats and placed in trash can provided on bus. The bus driver will carry out the trash sack and sweep out the bus.



Bus Seating Chart
Eagle II, small white bus, capacity 24 + driver
(6 rows of seats on both sides)

Grade or Class _____

of Students _____

of Chaperones _____

Sponsoring Teacher/Staff _____

Date of Field Trip (Day & Date) _____

Place to be visited/Destination _____

Bus Driver _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

