

FIELD TRIPS AND EXCURSIONS

~~School trips to extend learning opportunities provided in the regular instructional program and to provide opportunities for students to participate in extracurricular programs are valuable activities. Trips shall be approved by the Principal/Designee. Principals are expected to consider the educational value of the trip, the availability of the learning opportunity at the school level, and the distance, time, and expense involved in the trip. Only properly insured modes of transportation are to be used for school trips (see IICA-AP). Principals should insure that no student is denied participation on a field trip because of the expense of the trip.~~

~~The Board does not endorse any privately sponsored trips for students or any student trips not a part of the instructional program.~~

Field trips are off-campus instructional activities that can provide excellent educational experiences for students by enriching the curriculum with more meaningful learning experiences. Principals/designees shall approve and are expected to consider the educational value, the relationship to the curriculum, distance traveled, and the time away from class as well as the expense involved. Approval must be obtained before commitments are made to students, parents, or commercial establishments. Only properly insured modes of transportation are to be used for school trips. Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental permission may be obtained for the entire athletic season or school year. No student will be denied the opportunity to participate in a field trip because of lack of funds.

The Albemarle County School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students. Employees who are involved with such trips must emphasize to any interested student/parent that such trips are strictly private enterprises.

Adopted: July 1, 1993
Amended: July 12, 1999, June 26, 2008

Legal Ref.: Code of Virginia, 1950, as amended, Section 22.1-70, 22.1-78, 22.1-176
~~Board of Education Regulations, 8VAC20-110-50, Approval of School Sponsored Field Trips~~
~~(derived from VR-270-01-0010)~~

FIELD TRIPS AND EXCURSIONS

A. General Procedures

1. ~~It is the Department's pleasure to accommodate field trips requests; however, HOME TO SCHOOL WILL BE OUR FIRST PRIORITY.~~
12. Field trips will not be approved for the last ~~week day~~ of the school term or on days upon which the division is operating on an alternate schedule.
23. Field trips scheduled for school days when the schools are closed for emergencies shall be canceled or rescheduled.
34. If a field trip must be canceled or rescheduled, the principal or designee will contact the Department of Transportation to make necessary arrangements.
45. No student may participate in field trips without prior written consent of the parent or guardian.
56. Participation in field trips or excursions is a privilege. Failure to meet standards of conduct that demonstrate cooperation and respect may result in a loss of that privilege. Should a student fail to meet behavioral guidelines, parents will be contacted as soon as possible.
67. School staff members or chaperones will be responsible for student conduct on the bus. Schools will be responsible for having an adequate number of chaperones accompanying each bus. ~~A minimum of 1 adult per 15 students is required.~~
78. All students on a field trip will be listed on a written manifest. School staff members will use the manifest to conduct a final roll call prior to departure. Student names are to be added to or deleted from the manifest, as appropriate.
8. A safety briefing will be conducted prior to departure.

B. Application Process (see IICA-E)

1. The teacher will complete the application form.
2. The principal or designee will approve the application.
3. The building level administrator or teacher will be responsible for arranging transportation.

C. Payment to Bus Drivers

Bus drivers for field trips shall be paid for time worked. ~~a minimum of two hours.~~
Customers are billed in the same manner. Customers may be billed a two hour minimum if
buses are cancelled without prior notification.

Adopted: July 1, 1993
Amended: July 12, 1999, June 26, 2008

Legal Ref.: Code of Virginia, 1950, as amended, Section 22.1-176
~~Board of Education Regulations, 8VAC20-110-50, Approval of School Sponsored Field Trips~~
~~(derived from VR 270-01-0010)~~

Albemarle County Public Schools

Field Trip Manual

Adopted: July 12, 1999

Amended: June 26, 2008

INTRODUCTION

- | -The Albemarle County Public Schools Field Trip Manual is designed as a clear and concise, quick reference to be used by school staff members considering the use of field trips to augment the regular program of instruction.
- | - The manual consists of three sections. Section I contains currently approved School Board policy and regulations describing the purpose and use of field trips and the procedures to be followed when developing and or operating a field trip. Section II provides a detailed explanation of pupil transportation capabilities and limiting factors associated with the use of yellow school buses. Section III covers procedures to be followed whenever national terrorist threat assessment ~~warrants caution as well as severe weather procedures. levels are raised.~~ The manual also includes an appendix containing various forms and documentation to be used to develop and safely operate a field trip.
- | -The Albemarle County School Board, its Superintendent, and central office staff concur that field trips can and do contribute immeasurably to the overall quality of education provided by the school division. The use of field trips not only benefits the education process but is also consistent with the tenets outlined in the student performance goals, school climate goals, and extended community goals contained in the Albemarle County Public Schools Mission Statement.
- | - Schools are encouraged to make the best possible use of field trips as part of their curriculum and to ensure the members of their staff familiarize themselves with the contents of this manual.

ALBEMARLE COUNTY PUBLIC SCHOOLS
FIELD TRIP MANUAL
SECTION I

File: IICA

FIELD TRIPS AND EXCURSIONS

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Field trips are off-campus instructional activities that can provide excellent educational experiences for students by enriching the curriculum with more meaningful learning experiences. Principals/designees shall approve and are expected to consider the educational value, the relationship to the curriculum, distance traveled, and the time away from class as well as the expense involved. Approval must be obtained before commitments are made to students, parents, or commercial establishments. Only properly insured modes of transportation are to be used for school trips. Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental permission may be obtained for the entire athletic season or school year. No student will be denied the opportunity to participate in a field trip because of lack of funds.

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Field Trips

A. General Procedures

1. Field trips will not be approved for the last ~~week day~~ of the school term or on days upon which the division is operating on an alternate schedule.
2. Field trips scheduled for school days when the schools are closed for emergencies shall be canceled or rescheduled.
3. If a field trip must be canceled or rescheduled, the principal or designee will contact the Department of Transportation to make necessary arrangements.
4. No student may participate in field trips without prior written consent of the parent or guardian.
5. Participation in field trips or excursions is a privilege. Failure to meet standards of conduct that demonstrate cooperation and respect may result in a loss of that privilege. Should a student fail to meet behavioral guidelines, parents will be contacted as soon as possible.
6. School staff members or chaperones will be responsible for student conduct on the bus. Schools will be responsible for having an adequate number of chaperones accompanying each bus. ~~A minimum of 1 adult per 15 students is required.~~
7. All students on a field trip will be listed on a written manifest.
8. A safety briefing will be conducted prior to departure.

B. Application Process (see IICA-AP)

1. The teacher will complete the application form.
2. The principal or designee will approve the application.
3. The building level administrator or teacher will be responsible for arranging transportation.
4. Each School will make the required entries into the transportation ~~TOMS~~ software system. Charter trips need not be entered and are at the school administrator discretion.
5. Transportation will accept or decline trips based on resources.
6. Trips will not be under the responsibility of Transportation until they have been accepted in ~~TOMS-Trip Tracker~~ by authorized Transportation personnel.

C. Payment to Bus Drivers/Customer Billing

Bus drivers for field trips shall be paid for time worked. ~~a minimum of two hours at the rate of \$15 per hour.~~

Customers are billed in the same manner. Customers may be billed a two hour minimum if buses are cancelled without prior notification.

ALBEMARLE COUNTY PUBLIC SCHOOLS
FIELD TRIP MANUAL

SECTION II

TRANSPORTATION CONSIDERATIONS FOR FIELD TRIPS

A. School Bus Versus Commercial Coach

1. School buses are perfectly suited to handle many field trips and inappropriate for others. There are times when the use of a commercial coach is the only practical option.
2. The first priority for use of school buses is the regular transportation of students to and from school. Generally, between 7:00 and 9:20 a.m., Albemarle County school buses are engaged in the delivery of students to the elementary, middle and high schools. In the afternoon, elementary school buses report to their schools between 2:00 and 2:20 p.m. High school and middle school buses report between 3:35 and 4:00 p.m.
3. In light of the above times, and to avoid conflict with the home to school operations, field trips may not depart before 9:30 a.m. and must arrive back at the school by 1:30 p.m. Field trips that cannot be accommodated within this time frame shall not be operated on a school bus except under certain conditions. No trip is guaranteed unless accepted by authorized Transportation personnel.

Schools should consider the use of commercial coaches for field trip needs that conflict with the times stated. Commercial coaches are at the discretion of the school administration and need not be coordinated with transportation.

4. Allowable school bus speed limits are another factor that must be considered when determining whether or not a school bus can be used to do a field trip. Approved school bus speed limits will have a major impact on the amount of time the group will have to remain on-site at their destination. Per state law the maximum speed limit for school buses shall be 45 miles per hour or the minimum allowed whichever is greater, on any highway where the maximum speed limit is 55 miles per hour or less and 60 miles per hour on all interstate highways and on other highways where the maximum speed limit is more than 55 miles per hour (with or without students).

~~a. 55 miles per hour on all highways with a posted speed limit greater than 55 miles per hour.~~

~~b. 45 miles per hour where posted speed limits permit, provided students are not being picked up or dropped off en route.~~

B. Preparations for Physical Supervision and Welfare of Students

The teacher(s) and/or group leader(s) shall exercise their authority in keeping order on the bus trip and should orient all students to the rules for riding a school bus. The teacher(s) or group leader(s) shall not allow the bus to depart until after all passengers have received a safety briefing from their school bus driver. A copy of this briefing is enclosed in the appendix. As a minimum, the briefing will cover the following:

- a. The need for keeping the central aisle and all emergency exits clear of all carry-on items. (May require the use of a separate vehicle)
- b. Keeping all body parts, i.e., arms, feet, etc., inside the bus.
- c. Proper sitting techniques and arrangements.

- d. Location of first aid kits, fire extinguisher and all other safety equipment on the bus.
- e. Operation and location of all emergency exits.
- f. Operation of the service door and two-way radio.
- g. Operation and location of emergency brakes.
- h. Location and use of emergency road reflectors.
- i. Procedures for evacuating the bus in an emergency.

C. Request Processing Procedures

1. Field trips should be planned as far in advance as possible. The request should be received at transportation no later than ten days prior to the date of the trip.
2. Upon receipt of an electronic field trip request from a school, Transportation will accomplish the following:
 - a. Generate field trip confirmation number and directions to the event, if available.
 - b. Contact lead driver to provide available drivers. ~~next available driver on rotating alpha-roster to offer the trip.~~ Interested driver is provided a copy of the trip data, confirmation number and directions. Schools will be provided this information as soon as possible, but not later than 48 hours after receipt of the request. This information will serve as acknowledgement that Transportation is able to support the trip.
 - c. Generate ten-day forecast of upcoming field trips for monitoring purposes.
3. Prior to contacting the Transportation Department's Transportation Special Needs Coordinator, schools requesting transportation support should first confirm the start and ending time of the event to be visited, keeping in mind the school bus window of availability outlined in A-3 above.
4. To determine the number of buses needed to transport students for a field trip, transportation uses the rated passenger capacity of the bus. These criteria are as follows:

<u>Bus Capacity</u>	<u># Students/Elementary</u>	<u># Students/Middle-High</u>
52 Passenger	<u>45</u> 52	26
64 Passenger	<u>50</u> 64	32
72 Passenger	<u>60</u> 72	36
78 Passenger	<u>60</u> 78	39

Note: Teachers/chaperones must sit two to a seat which will diminish the seating capacity for elementary trips.

Schools must specifically request any additional bus assets over and above those indicated based on the criteria listed.

5. In an effort to comply with insurance requirements, no field trip shall operate without an accurate passenger manifest. A copy of the manifest is to be provided to the driver. ~~When the field trip is operated by a commercial motor coach, a copy of the final manifest must be provided to Transportation.~~ Before providing the school bus driver a final manifest, the teacher or group leader must conduct a final roll call on the bus as soon as possible after departing the school. Passenger names are to be deleted or added on the manifest as required. Whenever more than one bus is used to transport a field trip, a separate manifest and roll call will be accomplished for each bus transporting passengers. The group leader may want to retain a copy of the final manifest for the school's records.
6. School bus arrangements may be accomplished by contacting the Transportation Department's ~~Transportation Special Needs~~ Coordinator at 973-5716. The ~~Transportation Special Needs~~ Coordinator can provide information on all field trip matters involving transportation, to include selection of the driver and availability of equipment.

D. Field Trip Accident Procedures

(YELLOW SCHOOL BUS)

1. In the event of an accident resulting in injuries, the driver and group leader working together should take immediate steps to administer first aid to all injured persons while ensuring that all uninjured persons are properly chaperoned by another adult or a responsibly mature student.
2. At the normal accident scene, on-site law enforcement officials will assume control of the site and will summon needed medical or other emergency resources. However, when law enforcement personnel are not present, drivers, whenever practical, will radio the bus shop for 911 assistance using their two-way radio. If the driver is incapacitated or unable to perform this function for any reason, the group leader should use the radio to contact the Transportation Department, who, in turn, will contact emergency 911. Whenever a group leader or other designated person is required to make a radio call for help, use the following phraseology to contact the Transportation base station and then wait for a response:

“Albemarle County School bus #_____ to base”

The group leader or designee should be prepared to provide information such as the location and general condition of the bus, the nature and number of injuries, status of the driver, and any other pertinent or relevant data.

3. Upon notification of an accident, Transportation will contact the affected school and provide as much information as possible regarding the well being of the students and other passengers on the bus.
4. It is essential that the student's parents be contacted as quickly as possible. Transportation depends on the school to contact all affected parents in a timely manner.

E. Emergency or Mechanical Breakdown

~~(COMMERCIAL MOTOR COACH)~~

~~The following information is provided for use by those schools that operate a field trip by commercial motor coach and would like to use available Albemarle Transportation Department resources in the event of an accident:~~

- ~~1. Inform Transportation of the trip in advance.~~
- ~~2. Provide Transportation with the name of the group leader and a written manifest of students and other adults on board.~~
- ~~3.1. Group leader or some responsible person shall have a cellular phone in their possession (one per motor coach is suggested). Transportation should be provided with cellular phone number. In addition, the group leader should possess a manifest and account for all participants to responding personnel.~~
- ~~4.2. In the event of an emergency, contact Transportation at (804) 973-5716, Monday through Friday, from 6:00 a.m. to 5:00 p.m.~~
- ~~5.3. Transportation maintenance shop personnel are available and may be able to assist with mechanical breakdowns and can be reached at (804) 973-7805, Monday through Friday, 6:00 a.m. to 6:00 p.m.~~
- ~~6. On call personnel can be reached between the hours of 5:00 p.m. and 6:00 a.m., Monday through Friday, by calling (434) 981-1591 or 981-6632 for maintenance support, and (434) 531-6095 in the event of an accident. Weekend on-call personnel can also be reached by cellular phone at (434) 531-6095.~~
- ~~Other Emergency Numbers:~~
 - ~~Charmane White (434) 531-6095~~
 - ~~Barbara Epps Douglas (434) 987-1822~~
 - ~~Tim Hoffman (434) 981-6487~~
 - ~~Ivar Dowell (434) 981-6632~~
 - ~~Sherry Wilkerson (434) 566-3794~~
 - ~~Mary Eppard (434) 566-4647~~
- ~~7.4. On-call personnel can provide a variety of services, to include:~~
 - ~~a. Arranging for a replacement bus~~
 - ~~b. Dispatching police and other emergency resources~~
 - ~~c. Contacting key school personnel~~
- ~~8.5. Transportation maintains a reciprocal agreement with all other Virginia school divisions. As such, we are able to take advantage of the operational and repair resources of other school divisions whenever it is deemed more expedient or more practical than dispatching recovery support from Albemarle.~~
- ~~9.6. The group leader should prepare a written report of events anytime a bus transporting Albemarle County students is involved in an accident or incident that results in bodily injuries. A copy of the report should be provided to school and Transportation officials.~~

E.F. General Considerations for an Effective Trip

1. Whenever possible, teachers should visit the site prior to the field trip to familiarize themselves with the actual location.
2. Students should be made aware that the rules for riding a bus on a field trip are the same as on the regular home to school bus.
3. To ensure that the bus arrives back at the school by the 1:45 p.m. deadline the driver and field trip group leader will agree on the time and location for the group to meet back at the bus for the return trip. Group leaders must take every possible precaution to ensure students return to the bus at the agreed upon time.

Students on a field trip do not all ride the same bus between home and school. This is true for elementary, middle and high schools. Therefore, anytime a bus returns late from a field trip, the departure of regular afternoon home-to-school buses must be delayed, causing other students not participating on the field trip to arrive home later than normal.

4. A head count should be conducted prior to departing school or the field trip location, followed by an actual roll call as soon as possible after the bus departs.
5. Arrange a pre-designated location and time to meet any student who becomes separated from the group.
6. The bus will make no unplanned stops or side trips not included in the original trip request.
7. Students will only be taken back to their school. Students may not be dropped off at or near their home on the return trip.

E.G. Group Leader Responsibilities

1. Ensure all students have received a safety briefing prior to departing the school.
2. Provide driver with student manifest.
4. Conduct roll calls.
5. Maintain order on the bus.
6. Assign time and location for the group to meet back at the bus.
7. Accomplish follow up report regarding accidents.
8. Ensure students are briefed to take all valuables off of the bus at the location of the field trip. Drivers may not be used to safeguard student valuables.

H.G. Driver's Responsibilities

1. Provide pre-trip safety presentation.
2. Make final determination regarding all issues related to safe operations of the bus.

3. Travel only the shortest most direct route to and from the event, making no stops or side trips (except for fueling) not included in the original trip request.
4. Obtain a copy of the student manifest.
5. Agree on time and location for the group to meet back at the bus.
6. Ensure sufficient fuel for the trip or make arrangements to re-fuel.
7. Normally, drivers will remain at the site of the event. However, if both driver and group leader agree, arrangements may be made to ensure the bus is available when the group is ready to depart, enabling the driver to depart while the group is engaged at the site.

IH. School Responsibility

Ensure Transportation is provided with a signed copy of the Trip Mileage Report form. Teachers signature must be on the trip sheet.

ALBEMARLE COUNTY PUBLIC SCHOOLS FIELD TRIP MANUAL

SECTION III

PROCEDURES DURING HEIGHTENED TERRORIST THREAT CONDITIONS OR SEVERE WEATHER WARNINGS/WATCHES

A. Assessment of Threat Climate

1. All aforementioned field trip procedures remain in effect during periods of ~~elevated~~ heightened terrorist threat conditions. However, additional administrative steps are also warranted during certain heightened threat conditions to ensure field trips are conducted safely and without incident. No field trips will be allowed to areas under an imminent threat warning.
2. ACPS policies and guidelines for operating field trips during heightened terrorist threat levels are predicated on US Department of Homeland Security threat advisory guidelines. ~~See Figure 1 below.~~
3. In an effort to ensure conditions are favorable to conduct field trips, the Superintendent, Executive Director for Support Services, and local law enforcement officials will consult all available resources to accurately determine threat climates locally as well as in other geographic regions where field trips may visit.

Figure 1.

~~The Homeland Security Advisory System shall be binding on the executive branch and suggested, although voluntary, to other levels of government and the private sector. There are five Threat Conditions, each identified by a description and corresponding color. From lowest to highest, the levels and colors are:~~



~~Low=Green;~~

~~Guarded=Blue;~~

~~Elevated=Yellow;~~

~~High=Orange;~~

~~Severe=Red.~~

~~The higher the Homeland Security Threat Condition, the greater the risk of a terrorist attack. Risk includes both the probability of an attack occurring and its potential gravity. Threat conditions shall be assigned by the Attorney General in consultation with the Assistant to the President for Homeland Security.~~

B. Procedures

1. During times of heightened threat assessments all travel will be subject to the guidelines established in the ACPS response to the Homeland Security Advisory system.
 - a. ~~Elevated threat alert - Orange level~~ - all field trips traveling out of the county will be subject to review according to the alert status of the destination and the recommendation of law enforcement officials.
 - b. ~~Imminent threat alert Red level~~ - all trips regardless of destination will be subject to review according to the alert status of the destination and the recommendation of law enforcement officials.
2. Prior to each trip schools must arrange and verify that the following has been completed:
 - a. Each separate group carries with them:
 1. A functional mobile communications device.
 2. A manifest with student names and parent emergency contact number (preferably more than one.)
 3. Alternative itinerary and travel route based on possible contingencies
 4. Alternative housing contingencies
 5. Alternative feeding contingencies
 6. Law enforcement contact information at the destination
 7. A plan, coordinated with building administrator for contacting parents after hours.
3. On over night trips, students, chaperones, or sponsors requiring medication should bring extra supplies.

C. Severe Weather

Field trips should not depart any school or safe haven during severe weather warnings. Should warnings occur while on a field trip, participants must seek cover at other school facilities or suitable shelter. Buses should only be used as a shelter as a last resort when no other structure is available.

APPENDIX

1. Albemarle County Sponsored Generic Permission Form
2. Permission Form for Field Trips not Endorsed by the School Board
3. Field Trip Passenger Manifest
4. Bus Driver Field Trip Safety Briefing
5. Albemarle County Schools Application for Educational Trip
6. Parent/Guardian Field Trip Release Form and Waiver
7. Parent/Guardian Privately Owned Vehicle Release Form and Waiver

GENERIC PERMISSION FORM

Destination: _____

Date of event: _____

Departure time:
(From School) _____Arrival time:
(At the Event) _____Return time:
(To School) _____

Transportation type: _____

Per student costs: _____

Itinerary/activities
in which students
will engage: _____

_____Any medical problems that the teacher should be made aware of: _____

_____Special clothing or equipment needed: _____

Person to contact in an emergency: _____ Phone: _____

Parents are expected to be at the school upon the arrival of the bus back at the school.

I hereby grant permission for my son/daughter to participate in the activity described above.

(Parent/Guardian)_____
(Date)

A-1
PERMISSION LETTER TO PARENTS
(Non-School Board Sponsored Field Trip)

School

Date

Dear _____

During the _____ holiday period I am planning a trip to _____ for
_____ students in my _____ class.

This trip is not an Albemarle County School Board sponsored trip. Consequently, the School Board's normal liability and accident insurance policy provides no coverage for me or the students accompanying me on the trip.

The trip has been arranged through the _____ Agency and should provide your child (ren) an appropriate, meaningful and relevant experience. I also want to assure you that proper supervision will be provided for the duration of the trip.

The cost for the trip is _____ per student. Please sign the permission slip below to indicate your approval for your son/daughter to participate in this activity.

Sincerely,

Teacher

I _____ hereby grant permission for my son/daughter to participate in the activity described above. I further understand that the trip described above is privately sponsored and in no way endorsed by the Albemarle County School Board (See policy IICA.)

A-2

FIELD TRIP PASSENGER MANIFEST

BUS # _____

PAGE ____ OF ____

DATE _____

Passenger Signed Up:	Roll Call		Remarks
	Departure	Return	
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____
25. _____	_____	_____	_____
26. _____	_____	_____	_____
27. _____	_____	_____	_____
28. _____	_____	_____	_____
29. _____	_____	_____	_____
30. _____	_____	_____	_____
31. _____	_____	_____	_____
32. _____	_____	_____	_____
33. _____	_____	_____	_____
34. _____	_____	_____	_____
35. _____	_____	_____	_____
36. _____	_____	_____	_____
37. _____	_____	_____	_____
38. _____	_____	_____	_____
39. _____	_____	_____	_____
40. _____	_____	_____	_____

A-3

BUS DRIVER
FIELD TRIP SAFETY BRIEFING

HELLO, I AM _____ AND I'M YOUR DRIVER FOR TODAY'S FIELD TRIP. BEFORE WE GET STARTED I WANT TO TAKE A MOMENT TO EXPLAIN SOME SAFETY REQUIREMENTS AND SAFETY FEATURES OF THE BUS. ONCE THE BUS IS IN MOTION, ALL ARMS, LEGS AND HEADS MUST REMAIN INSIDE...IT IS IMPORTANT THAT EVERYONE REMAIN PROPERLY SEATED... STANDING OR WALKING WHILE THE BUS IS MOVING IS NOT PERMITTED...ALSO, THE CENTER AISLE AND ALL EMERGENCY EXITS MUST REMAIN CLEAR AT ALL TIMES... IF FOR ANY REASON WE HAVE TO EVACUATE THE BUS, THERE ARE (#) EMERGENCY EXITS LOCATED (*POINT OUT EACH EXIT*)...DEPENDING ON THE SITUATION, WE MAY HAVE TO EVACUATE USING ANY ONE OF THE EXITS OR ALL OF THEM AT THE SAME TIME... YOU ARE ASKED TO PLEASE KEEP CONVERSATION DOWN TO A LEVEL THAT WILL PERMIT THE DRIVER'S INSTRUCTIONS TO BE HEARD THROUGHOUT THE BUS...ALSO; HEADSETS MUST BE USED TO PLAY ALL AUDIO OR VIDEO EQUIPMENT...IN ADDITION TO THESE SAFETY REQUIREMENTS, THERE ARE SEVERAL EMERGENCY SAFETY ITEMS ONBOARD THE BUS, THEY INCLUDE: A FIRST AID KIT, FIRE EXTINGUISHER, AND EMERGENCY ROAD REFLECTORS LOCATED AT THE FRONT OF THE BUS (*POINT OUT THESE ITEMS*). IF THE BUS WAS INVOLVED IN AN ACCIDENT, YOU MIGHT BE REQUIRED TO OPERATE CERTAIN EQUIPMENT TO INCLUDE: THE FRONT LOADING DOOR, EMERGENCY EXIT DOORS OR WINDOWS, THE EMERGENCY WARNING LIGHTS, TWO-WAY RADIO AND/OR THE EMERGENCY BRAKE...PLEASE WATCH CLOSELY AS I DEMONSTRATE THE OPERATION OF EACH OF THESE FEATURES (*DEMONSTRATE*)...THIS CONCLUDES THE BRIEFING...ARE THERE ANY QUESTIONS?

A-4
ALBEMARLE COUNTY SCHOOLS
Application for Educational Trip

School: _____ Class or Group: _____

Teacher/Sponsor: _____ Number of Students: _____

Destination: _____ Number of Adults: _____

Educational Objective (s): _____

Pre-Activity (ies): _____

Follow-Up: _____

Inclusive Date (s) of Trip: _____
(Day of Week) (Date) (Day of Week) (Date)

Time of Departure: _____ Time of Return: _____

Application Date: _____

Teacher's Signature

Principal's Signature

A-5

PARENT/GUARDIAN FIELD TRIP RELEASE FORM AND WAIVER

I am the parent or guardian of _____, a minor. As part of the school field schedule for _____, I have requested of school officials that my son/daughter _____ be permitted to travel in a private vehicle to this field trip with _____. I hereby authorize my child to travel in this private vehicle and with this person, instead of a school- provided transportation, even though I realize and understand that the Albemarle County Public Schools are not required to do so.

As a result of my request, I agree to assume all responsibility for and risk of injury to my child as a result of this private transportation arrangement. I agree to indemnify and hold harmless the Albemarle County Public Schools or its respective officers, employees or representatives from any claims, including attorney's fees, which I might make on my child's behalf or which might be made on his/her behalf by others, or which might be made against me by others, arising from my child's transportation in a private vehicle to this field trip.

I agree that it shall be my sole responsibility to ensure that the driver/owner of the private vehicle in which I have authorized my child to travel carries adequate liability and casualty insurance as required by Virginia law, and that such vehicle is in a safe condition. I further agree that the Albemarle County Public Schools shall have no responsibility or liability whatsoever in the event such driver/owner vehicle lacks adequate insurance or that the vehicle is unsafe or defective in any manner. If required by school officials, I agree to provide written evidence of such insurance.

Dated: _____

Parent/Guardian

A-6

RELEASE FORM
PARENT/GUARDIAN PRIVATELY OWNED VEHICLE
RELEASE FORM AND WAIVER

Date of Field Trip/Athletic Event: _____

Description of Field Trip/Athletic Event:

I have agreed to provide transportation to students from _____ School in my private vehicle for a school-sponsored field trip/athletic event. I agree to assume all responsibility for and risk of injury to children riding in my private vehicle on this trip/event.

I agree to indemnify and hold harmless the Albemarle County Public Schools or its respective officers, employees or representatives for any claims, including attorney's fees, which might be made on behalf of others, or which might be made against me by others, arising from having been transported in my private vehicle for this trip/event. I agree further that the Albemarle County Public Schools and its respective officers, employees or representatives shall have no liability whatsoever, of any kind, that may arise from the provision of transportation or related services by me as stated above.

I agree to provide written proof that I have adequate liability and casualty insurance as required by Virginia law and the Albemarle County Public Schools and that my vehicle is in safe operating order. I further agree that the Albemarle County Public Schools shall have no responsibility or liability whatsoever in case of injury or damages that may result from my providing transportation in my private vehicle for this trip/event.

Dated: _____

Signature