



## DAY FIELD TRIPS APPROVAL PROCESS

(not including high risk day trips or after school program trips)

### Teacher/Coach

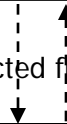
1. Submit completed Day Field Trip/Excursion Request Form to Site Administrator for approval
2. Complete "HEALTH SERVICES NOTIFICATION FORM", and return the form to the School Nurse/Health Services at the time you are requesting approval from the site administrator



### Site Administrator

1. Approve/disapprove trip
2. Notify School Nurse/Health Services at least two weeks in advance of trip to ensure student safety
3. If students will be off campus during lunch, notify Nutrition Services
4. If restricted funds are used, forward to State & Federal Compliance for review
5. Complete Checklist Prior to Trip Departure
6. Maintain all field trip documents at site for 2 years after trip completion

(only if restricted funds are used)



### State & Federal Compliance

1. Approve/disapprove use of funds
2. Return paperwork to Site



Approval by Site Administrator

Basic Directions

This packet is available on the Intranet (School Operations Library) as a fillable-saveable pdf file. If typed, similar fields will populate throughout the packet making it quicker and easier to complete.

1. If trip is high risk (as defined in OUSD Administrative Regulation 6153), use the High Risk forms and procedures
2. Return Health Services Notification Form to the School Nurse or Health Services at the time you are requesting approval for a field trip
3. Use of Restricted Funds requires additional approval by State & Federal Compliance
4. Generally 1:10 Adult to Student ratio is required as provided in OUSD Board Policy 6153

Additional Required Documents

- "Field Trip/Excursion Information" to be given to each student's parent/guardian
- "Student Field Trip/Excursion Permission Slip" for each student participating
- "Declaration of Driver Form" and required attachments (completed by each driver of private or rental vehicle)
- "Checklist Prior to Trip Departure"

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: \_\_\_\_\_ Site Number: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Phone or Contact Info: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Class(es)/Group Attending: \_\_\_\_\_

Grade(s): \_\_\_\_\_ # of Students: \_\_\_\_\_ # of Adults: \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Emergency Contact # During Trip: \_\_\_\_\_

Supervising Teacher's Email Address: \_\_\_\_\_

Describe itinerary and activities:



Site: \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Names of teachers and staff attending trip:	Teachers:  Staff:
Describe mode of transportation for each leg of the trip: (For all personal vehicles, each person driving will need to complete a Declaration of Driver Form.)	
Describe how this trip aligns with grade level standards, supports the teaching and learning and/or parent ed/training component of site plan, including related activities prior to trip and student follow-up activities that will occur after the field trip/excursion:	

**TRIP COSTS**

**TRANSPORTATION/CHARTER BUSES**

Note: Site must order AC Transit and BART tickets.

If buses will be used, use only an approved bus company. List is located on the Intranet with the Field Trip information.

Bus Company: \_\_\_\_\_

# of buses ordered: \_\_\_\_\_ Size of bus ordered: \_\_\_\_\_ Wheelchair accessible needed? \_\_\_\_\_

Cost of transportation: \$ \_\_\_\_\_ Source:  General Funds  Restricted Funds  No District Funds

Org. Key	Object #	Resource #	Amount	Req #	PO #
	<b>5826</b>				
	<b>5826</b>				

**PROGRAM/ADMISSION COSTS**

Total Cost of Program/Admission: \$ \_\_\_\_\_ Source:  General Funds  Restricted  No District Funds

Cost per student: \$ \_\_\_\_\_ Cost per adult: \$ \_\_\_\_\_

Org. Key	Object #	Resource #	Amount	Req #	PO #
	<b>5829</b>				
	<b>5829</b>				

**SUBSTITUTES** Are Subs Needed? Yes:  No:



Site: \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

**NUTRITION SERVICES**

Because OUSD participates in the National School Lunch Program, school sites must provide lunches for Free and Reduced Price students while on field trips scheduled during regular lunch service.

Will students be off campus during the lunch? Yes:  No:

Will sack lunches be needed? Yes:  No:  Number of sack lunches needed? Students \_\_\_\_\_ Adults \_\_\_\_\_

If either question is yes, please fax the attached Nutrition Services Notification Form to 434-2259.

**HEALTH CONDITIONS/MEDICATION**

Will there be any students participating in the field trip with the following conditions? Yes:  No:

- Severe Allergy       Student has an Epi-pen at school
- Asthma                 Student has an inhaler at school
- Diabetes               Student has medication at school
- Seizures               Student has medication at school
- Sickle Cell Anemia  Student has medication at school
- Other condition(s): \_\_\_\_\_  Student has medication at school

Will any students need medications during the school day? Yes:  No:

If the answer to any of these questions is yes, please fax the attached Health Services Notification Form to 273-1511.

**STATE & FEDERAL COMPLIANCE**

If restricted funds are used for this field trip/excursion, State & Federal Compliance approval is required to ensure compliant use of resources and alignment with the Single Plan for Student Achievement (SPSA). List the relevant SPSA Tracking Numbers to indicate alignment.

SPSA Tracking #: \_\_\_\_\_

1. Attach a copy of the site plan, if modified. Modified SPSA Date: \_\_\_\_\_
2. Please allow 5 working days for their approval process.
3. Documentation of the follow up activities is to be maintained at the site for State and Federal compliance review.

APPROVAL	Signature	Check One		Date
		Approved	Denied	
<b>Site Administrator</b> <input type="checkbox"/> Trip aligns with grade level standards <input type="checkbox"/> Trip purpose, transportation, supervision plan, safety parameters and funding are appropriate <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips				
<b>State/Federal Compliance</b> (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				



Site: \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

## CHECKLIST PRIOR TO TRIP DEPARTURE

### TO BE COMPLETED BY SITE ADMINISTRATOR

Please initial each item certifying completion.

- \_\_\_\_\_ "OUSD Student Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- \_\_\_\_\_ "Chaperone Agreement" (found on the Student Permission Slip) signed by all non-employee adult chaperones.
- \_\_\_\_\_ No fees have been charged to students/parents related to this trip except where allowed by AR 3260.
- \_\_\_\_\_ Health Conditions/Medications: Trip participant health information has been gathered and reviewed by the School Nurse or Health Services at least two weeks prior to the trip. Any needed revisions to the supervision plan have been made, including staff training and making sure that chaperones understand critical information (e.g. food allergies). A plan has been developed by the School Nurse, Health Services, and/or site administrator to collect, secure, and dispense prescription medications from their original containers consistent with physician's instructions. All medication dispensed during the trip must be logged in the student's Record of Medication Assistance (see OUSD AR 5141.21).
- \_\_\_\_\_ Supervision is by certificated personnel and assisted by other school employees, parent(s)/guardian(s), or other authorized chaperones who are at least 21 years old. Site Administrator and Teacher/lead trip staff are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group and responding effectively in the event of an emergency.
- \_\_\_\_\_ Adult to Student Ratio is at least 1:10 as required by OUSD Board Policy No. 6153.
- \_\_\_\_\_ Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones).
- \_\_\_\_\_ Confirm that: (1) if destination is out of Oakland, arrangements have been made for additional vehicle for use in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.
- \_\_\_\_\_ OUSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site. The same forms may be used for multiple trips or for entire school year as long as insurance proof on file is updated. This requirement does not apply to licensed bus companies on the District's approved bus list or for public transportation entities, airlines or AMTRAK.
- \_\_\_\_\_ Site and trip leader has a list of students and adults attending trip.
- \_\_\_\_\_ If students will be off campus during lunch or if bagged lunches are needed, notify Nutrition Services.

COMPLETION OF THIS CHECKLIST IS SUBJECT TO AUDIT



HEALTH SERVICES NOTIFICATION FORM

Teacher/ Coach: You must complete and return this form to the School Nurse or Health Services at the time you are requesting approval for a field trip.

TRIP INFORMATION:

School or Center: \_\_\_\_\_ Site Number: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Class(es)/Group Attending: \_\_\_\_\_

Grade(s): \_\_\_\_\_ # of Students: \_\_\_\_\_ # of Adults: \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Supervising Teacher's Email Address: \_\_\_\_\_

HEALTH CONDITIONS/MEDICATION:

Will there be any students participating in the field trip with the following conditions? Yes:  No:

- Severe Allergy       Student has an Epi-pen at school
- Asthma                 Student has an inhaler at school
- Diabetes               Student has medication at school
- Seizures                Student has medication at school
- Sickle Cell Anemia    Student has medication at school
- Other condition(s): \_\_\_\_\_  Student has medication at school

Will any students need medications during the school day? Yes:  No:

If the answer to any of these questions is yes, please **return this form to the School Nurse or fax to 273-1511.**

All students with asthma, diabetes, and severe allergies should have emergency medication available to school staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a Severe Allergy/Asthma Action plan signed by student's parent/guardian and doctor. See your School Nurse/Health Services for more information.



NUTRITION SERVICES NOTIFICATION FORM

TRIP INFORMATION:

School or Center: \_\_\_\_\_ Site Number: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Class(es)/Group Attending: \_\_\_\_\_

Grade(s): \_\_\_\_\_ # of Students: \_\_\_\_\_ # of Adults: \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Supervising Teacher's Email Address: \_\_\_\_\_

NUTRITION SERVICES:

Because OUSD participates in the National School Lunch Program, school sites must provide lunches for Free & Reduced price students while on field trips scheduled during regular lunch service.

To accommodate this need, Nutrition Services prepares sack lunches for field trips. These meals typically include sandwich, fruit, vegetable, milk, and juice. Due to Federal & State meal program regulations, milk must be taken on all field trips. The only exception is for students with Medical Statements on file.

Sack lunches should be ordered at least two (2) weeks in advance. We will try to accommodate later requests, but this can't be guaranteed. Arrangements for pick up should also be discussed with your cafeteria manager. We ask that Reduced Price students purchase their sack lunches and Paid students are required to purchase their sacks lunches (\$2.25 for Elementary & \$3.00 for Middle & High School). Adults may also purchase sack lunches for \$3.50. Money for Paid students and adults must be provided prior to pick up.

We suggest that students come to the cafeteria to pick up their lunches so that the cafeteria staff can complete the meal accountability paperwork. If this is not possible, the teacher in charge will be asked to do so and turn in the paperwork by the following day.

Will students be off campus during the lunch? Yes:  No:

Number of sack lunches needed? Students \_\_\_\_\_ Adults \_\_\_\_\_

What time will sack lunches be picked up? \_\_\_\_\_

Please fax this form to 434-2259.

For Nutrition Services Only:

Notification Form received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Sack Lunch order completed by: \_\_\_\_\_

Copy on file in Sack Lunch folder  Copy packed with order



**TO BE COMPLETED BY TEACHER**

Destination: _____
Address: _____

School or Center: \_\_\_\_\_

Departure - Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place of Departure: \_\_\_\_\_

Return - Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place of Return: \_\_\_\_\_

Class/Group Attending: \_\_\_\_\_

Name(s) of Classroom Teacher(s): \_\_\_\_\_

Teacher Supervising Trip: \_\_\_\_\_

Emergency Contact # During Trip: \_\_\_\_\_

<p><b>The field trip will involve the following:</b> (Describe activities and itinerary):</p> <p>(<input type="checkbox"/> Swim/water activities permission required)</p>	
<p><b>Mode(s) of transportation:</b></p>	
<p><b>Student needs to bring:</b></p>	





STUDENT FIELD TRIP/EXCURSION PERMISSION SLIP
DESTINATION WITHIN CALIFORNIA (return completed form to School)

Field trips are important as they extend classroom learning experiences and give students opportunities to relate education to the world outside school. However, field trips are voluntary and students are not required to attend. Alternate learning activities are provided for those who do not go.

TO BE COMPLETED BY PARENT/GUARDIAN

I give permission for my daughter/son/ward (Name of Student - please print)

to participate in a field trip on Date(s):

to:

Emergency Number(s) for Parent/Guardian: 1. 2. 3.

Alternate Emergency Contact Name: Phone Number(s):

Student Health Conditions

- Severe Allergy to: Asthma, Student has an inhaler at school, Seizures, Other condition(s), Student has an Epi-pen at school, Student has medication at school, Diabetes, Sickle Cell Anemia, Student has medication at school

Medications needed during the school day:

Medications needed after school hours:

Special Instructions:

All students with asthma, diabetes, and severe allergies should have emergency medication available to school staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a Severe Allergy/Asthma Action plan signed by you and your doctor. See your School Nurse/Health Services for more information.

Health Insurance Plan Name: Subscriber/Policy No.

Swim/Water Activities Permission - If swimming and/or water activities are a part of the field trip, do you give permission for your daughter/son/ward to participate in these activities? Yes: No:

My child's swimming ability is (check one): Beginner Intermediate Advanced

Authorization to treat minor: In the event that I, or other parent/guardian, cannot be contacted, I hereby give permission to the School staff to secure proper treatment for my daughter/son/ward.

Date: Parent or Guardian Signature:

Print Name:

FOR HIGH SCHOOLS ONLY: With permission of the parent/guardian and the supervising teacher, a high school student may meet at and/or leave from the destination on his/her own. Please check below if you grant permission to your high school student to arrive at or leave the destination on his/her own. Under this option, OUSD and the School are not liable for any incidents that may occur. My high school student has my permission to arrive at and/or leave the destination on his/her own: arrive leave

CHAPERONE AGREEMENT: If agreement has been reached with the supervising teacher/coach and I chaperone students on this field trip/ excursion, I will comply with all District requirements pertaining to the chaperoning of students. For overnight trips, I understand that I must obtain fingerprint clearance prior to the trip. Date: Signature: Print Name:

Important Notice: California Law provides as follows: All persons making the field trip or excursion shall be deemed to have waived all claims against the School District, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. (Education Code Section 35330).

1 Oakland Unified School District does not provide insurance for this field trip/excursion, although optional insurance is available for purchase at https://studentinsuranceusa.com/ (click on the link to K-12 Plans).

2 Fingerprinting can be arranged through https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/. For questions email volunteers@ousd.k12.ca.us.



DECLARATION OF DRIVER

Driver Name: \_\_\_\_\_

School or Center: \_\_\_\_\_

Teacher: \_\_\_\_\_ School Year: \_\_\_\_\_

The driver and registered owner who sign(s) this form assure(s) the Oakland Unified School District as follows:

- 1. That the driver is at least 21 years of age and holds a current valid California driver's license.
2. That the driver has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years.
3. That the vehicle described below is insured by \_\_\_\_\_ Insurance Company with policy limits of at least \$100,000 per individual and \$300,000 per occurrence for liability for bodily injury; and \$50,000 per occurrence for liability for property damage.
Policy No.: \_\_\_\_\_; Policy expiration date: \_\_\_\_\_.
4. That Oakland Unified School District may confirm the above by telephone or written communication to the insurance agent listed below:
Name of Insurance Agent
Address of Insurance Agent
Telephone Number of Insurance Agent
5. That the driver and registered owner understand that Oakland Unified School District is not responsible for accidents or injuries that may occur and provides no insurance coverage whatsoever for the vehicle, driver, passengers or others.
6. That the driver will ensure that all passengers use safety belts or appropriate child car seat at all times.
7. That the vehicle meets all safety requirements and that the driver has received a copy and will follow the "Driver Instructions" on page 2 of this form.

Year Make Model Passenger Capacity Vehicle License No.

I certify that the information provided on this form is true and correct.

Date Driver Name Signature of Driver Driver's License No. Cell Phone No.

I certify that the information provided on this form is true and correct and that driver has consent to use above vehicle to drive Oakland Unified School District students on above field trip or excursion.

Date Registered Owner Name Signature of Registered Owner (if different from driver)

Attach a photocopy of driver's license and current insurance card or declarations page



## DRIVER INSTRUCTIONS FIELD TRIPS OR EXCURSIONS

Please follow the below instructions when transporting OUSD students on field trips or excursions:

1. Check the safety of the vehicle which will be used including: tires, brakes, lights, horns, suspension, etc.
2. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
3. Require each passenger to use an appropriate passenger restraint system (child car seat or safety belt) in accordance with law.
4. Obey all traffic laws.
5. Make sure the supervising teacher has advised you of any relevant medical conditions or allergies for those students assigned to your vehicle.
6. Make sure you have exchanged an emergency contact number with the supervising teacher in case you get lost, separated or there is an emergency. In case of emergency, keep all the children together and call 911, the supervising teacher and the school. If you cannot reach school personnel, contact the School District Superintendent's office at 879-8200.
7. You may not transport **anyone** during a field trip or excursion who has not been approved in advance by the supervising teacher and/or site principal.

**Certificate of Insurance Coverage Request Form**  
**(Field Trip)**

<b>Request Date:</b>		<b>Site Name:</b>	
<b>Site Contact Person:</b>		<b>Telephone:</b>	<b>Fax:</b>
<b>Site Contact Person Email Address:</b>			
<b>Event Location Name:</b>			
<b>Address:</b>			
<b>Event Contact Person Information Name:</b>		<b>Telephone:</b>	<b>Fax:</b>
<b>Event Date and Time:</b>			
<b>Brief Description of the Event:</b>			
<b>Facility Insurance Requirements: (Please attach the written requirement provided by the Event Facility)</b>			

**Email or Fax Request (not less than 15 calendar days prior to the event) to:**

Risk Management Department  
 Attn: Cynthia Grice  
 Email: [cynthia.grice@ousd.k12.ca.us](mailto:cynthia.grice@ousd.k12.ca.us)  
 Fax (510) 273-0445