

# Field Trips



Spring is fast approaching, which means....field trips!!

Here are a few reminders to help each trip to be enjoyable and SAFE:

## PERMISSION FORMS

- All district parental permission forms must be completed prior to the trip.

## WATER

- If the field trip involves swimming activities, a currently certified lifeguard must be present—this includes the use of motel pools on overnight field trips.

## CHARTER BUSES

- Charter buses need to be pre-approved by the North Coast Schools' Insurance Group. Check with your district or NCSIG for the pre-approved list.

## PRIVATE VEHICLES

- Private vehicles should be checked for safety prior to the trip. The driver's automobile insurance should be checked prior to the trip. Non-district personnel transporting students should be fingerprinted before they are alone with students.



## When in Doubt; Refer to NCSIG policies:

- 4080 Swimming Pool Use
- 4085 Field Trips
- 4086 Walking Field Trips
- 4115 Students in Private Vehicles
- 4120 Transportation of Students
- 4125 School-Chartered Buses (must be SPABs)
- Or call Kimberly Comet, NCSIG Risk Manager @ 445-7067

## AVAILABLE RESOURCES FROM THE NORTH COAST SCHOOLS' INSURANCE GROUP

- Private Vehicles Used for Schools—Driver's Guide (pamphlet)
- District Vehicles Best Practices (booklet)
- Transportation Request: School Activity Trips (booklet)
- School Pupil Activity Buses (SPAB) manual (booklet)

