



# Field Trips

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

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

## **PERMISSION FORMS**

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

## **WATER**

- If the field trip involves entering the water, a currently certified lifeguard must be present (the lifeguard must be performing only lifeguard duties) —**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. ([www.ncsig.org/services.php](http://www.ncsig.org/services.php)—on the bottom of the page)

## **PRIVATE VEHICLES**

- Due to the current budget situation, more schools are relying on private vehicles for field trip transportation. Keep in mind the additional liability that the district is accepting with this form of transportation. Well meaning volunteers do not have the expertise of a school bus driver, and their vehicle is not as safe as a school bus. Do not have field trips just because “this is what we do every year”. Check your district’s policies and procedures for private vehicle use. 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
- Or call Kimberly Comet, NCSIG Risk Manager @ 445-7067

### **AVAILABLE RESOURCES FROM THE NORTH COAST SCHOOLS' INSURANCE GROUP [www.ncsig.org/practices.php](http://www.ncsig.org/practices.php)**

- 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)

