

FIELD TRIP REGULATIONS

It is essential that each school-planned educational field trip be reviewed and approved by the building principal. All educational trips should have a direct relationship to the on-going school curriculum.

1. Teachers should provide the appropriate preparation for students before the date of the field trip, as well as provide follow-up activities after the field trip.
2. Teachers should review with all students the expectations for proper student behavior while on a field trip.
3. Written parental permission forms signed by a parent or guardian should be collected before the date of the trip and filed in the Principal's office for future reference.
4. Adequate adult supervision should be provided for each trip. The number of chaperones will depend on the nature of the trip , and the size and age of the student group. Principals should monitor this aspect with particular care.
5. All requests must be filed in the Transportation Office at least ten (10) school days in advance of the trip date. If funds are utilized outside of the field trip Code 5540-402-42 then a complete purchase order should be attached to the Field Trip Request Form.
6. No child shall be deprived of a trip for personal financial reasons.
7. Educational trips should be planned early in the school year within a budget established by the professional staff. Building principals must approve educational trips and allocate funds from the appropriate school accounts.
8. Cost beyond the school allowance may be covered by funds from the PTA, HSA, or students through a collection of monies done with the approval of the building principal.
9. Overnight trips requiring a charter bus must be scheduled at least six (6) weeks in advance of the trip departure date. Prior approval must be sought from the Assistant Superintendent for Instructional and Human Resources for overnight trips. Overnight trips-requiring a charter bus must be scheduled through the Transportation Office.

PORT WASHINGTON UNION FREE SCHOOL DISTRICT
TRANSPORTATION OFFICE

VEHICLE INSPECTION CHECKLIST

- _____ 1. Check vehicle # and expiration date on Department of Transportation Inspection Sticker (# _____) (date _____)
- _____ 2. Check tires for proper air and treads.
- _____ 3. Check wheel hubs for grease leaks.
- _____ 4. Check all mirrors for visibility.
- _____ 5. Look for any oil leaks.
- _____ 6. Check fuel tank cover.
- _____ 7. Check all lights.
- _____ 8. Check Emergency door (push open and listen for buzzer)
Check emergency windows.
- _____ 9. Check first aid kit, fire extinguisher and reflectors.
- _____ 10. Check driver's seat belt.
- _____ 11. Test horn and windshield wipers.
Check window for cleanliness and cracks.
- _____ 12. Test emergency and foot brake (make sure they are firm).
- _____ 13. Check two-way communication capability.
- _____ 14. Route (map) of trip has been given to driver.
- _____ 15. Check driver's log book (8 hours since last trip).

The teacher will make certain that the driver explains emergency procedures and safety regulations.

NAME OF SCHOOL: _____

DESTINATION: _____ DATE (S): _____

BUS COMPANY: _____ TYPE OF TRIP: COACH/ SCHOOL BUS

BUS #: _____ DEPARTURE TIME: _____ RETURN TIME: _____

NUMBER OF STUDENTS: _____ TEACHERS: -----

Approved July 1, 1993