

**FIELD TRIPS:
Coordinating Field Trips
and Obtaining Approvals**

Certificated staff person consults with Transportation regarding the availability of buses on the desired date of the trip.

Certificated Staff Member completes BUSD Request for Approval of Field Trip form at least 3 weeks in advance of trip.

Certificated Staff Requestor completes Special Trip Request and Driver Report

Requestor completes Bag Lunch Request and forwards to Nutrition Services at least 2 weeks prior to trip.

Nutrition Services delivers bag lunches on the day of the trip.

Overnight Trip?

Yes

Certificated Staff completes Overnight Field Trip Approval Procedures checklist (and attaches vendor contract, optional).

Requestor obtains Principal's approval/signature and forwards Request for Approval, Overnight checklist, and a copy of Trip Request and Driver Report to Ed Services.

Ed Services obtains Board approval.

No

Requestor forwards Special Trip Request and a copy of the Request for Approval of Field Trip to Transportation at least 10 days prior to trip. Directions, class list, and payment/budget code must be attached.

Transportation confirms trip with confirmation to site.

Certificated Staff uses vendor contract info to complete Request for Certificate of Insurance and Endorsements.

Certificated Staff forwards Request to Risk Management.

Risk Management obtains Certificate of Insurance from Vendor.

Transportation sends a driver and bus on the day of the field trip to transport students and adults to their field trip destination.