



### **Overnight Field Trip Request Instructions**

To ensure the most efficient and timely processing of the overnight field trip requests, it is important to follow the process outlined below. While it may seem like a detailed and perhaps lengthy process, it is necessary to ensure the safety of our beloved students, teachers and volunteers.

*-When determining a field trip date and venue, you'll want to confer with transportation for school bus availability, if using BUSD transportation. Otherwise, you'll want to confer with the outside carrier for availability. PLEASE NOTE, the outside carrier MUST be an approved carrier which transportation can confirm for you. Students will not be allowed to travel on non approved carriers.*

*-If the transportation is provided by parents using private vehicles, the driver MUST provide proof of insurance that meets district coverage guidelines (outlined in the insurance document provided), as well as a copy of their California Driver's license which MUST be current. Please note: Drivers possessing out-of-state licenses will not be approved.*

*-The next step is to follow the steps on the Field Trip checklist, ensuring ALL information has been obtained and all corresponding boxes have been checked and completed.*

*-Supporting documentation. All forms needed for completion of the checklist have been provided in the email. It is important that all fields on each document are completed or the request will be considered incomplete. Please note, sometimes additional documentation is required for the venue you will be traveling to which the venue provides. In this instance, simply include the additional documentation with your field trip request to ensure the Educational Services department has a copy on file as well.*

*-Completed requests should be sent to the Educational Services department attention : Jill Hoogendyk, Assistant Superintendent of Educational Services.*

Once all of the forms and supporting documentation have been received and completion has been verified, the field trip will be added to the next Board meeting agenda. Once the field trip has been approved by the Board, the site will receive an Approval Notification from the Educational Services department.

**-Please submit field trip requests at least 45 days prior to the field trip to allow ample processing time.**

Please feel free to contact Rosalina Barrios at 510-644-6257 with any questions.