

# Field Trip Handbook

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**D U V A L   C O U N T Y**  
**P U B L I C   S C H O O L S**

REV. 02-2014

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## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### **FIELD TRIPS**

**4.43**

- I. The Superintendent shall develop administrative procedures to be followed for the operation of field trips.
- II. Field trips held during or outside of school hours shall be of educational value to students. Proper attention shall be given to educational preparation of students for field trips to ensure that the experience gained is of optimum benefit.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.31, 1006.21,  
1006.22, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-3.0171**

**HISTORY:**

**ADOPTED: APRIL 1, 1997  
REVISION DATE(S): 11/10/08  
FORMERLY: IJOA**

# General Overview

## Purpose of Field Trips

School field trips and/or District-sponsored trips, when used for enrichment, teaching, and learning directly related to the curriculum, are an educationally sound and important factor for the instructional program(s) of the schools.

## Defined

### **SCHOOL/DISTRICT SPONSORED TRIPS:**

A field trip is any, authorized and/or sponsored planned journey by the school or District, (e.g. Safety Patrols, Grad Night, and Grad Bash) under the direct supervision of a certificated District staff member (field trip lead sponsor), which is comprised of students that:

- make up the membership of a course of instruction.
- are a group of a course of instruction.
- are part of a school or affiliated-school organization.
- participate in a school extracurricular activity.

Section 1006.15(2) of the Florida Statutes states "...the term "extracurricular" means any school-authorized or education-related activity occurring during or outside the regular instructional school day" (Note: outside the regular instructional school day includes evenings and weekends) Includes Athletics.

**NOTE: FIELD TRIPS THAT TRAVEL OUTSIDE OF THE CONTIGUOUS UNITED STATES ARE PROHIBITED. THE DISTRICT / SCHOOL WILL NOT SPONSOR OR ORGANIZE A FIELD TRIP THAT TRAVELS OUTSIDE OF THE CONTIGUOUS UNITED STATES. FOR PURPOSES OF THIS HANDBOOK, CONTIGUOUS UNITED STATES SHALL INCLUDE ALL STATES, EXCLUDING THE STATES OF ALASKA AND HAWAII.**

### **NON-SCHOOL/NON-DISTRICT TRIPS:**

The District/School will not sponsor out-of-country field trips. Student may, of course continue to travel outside the United States on trips organized by outside agencies that are not connected with the District. Organizers of trips by groups of students planning to travel (either inside or outside of the continental United States) under the auspices of an individual or non-school/non-District organization, e.g. Boy Scouts of America, must advise parents/guardians in writing that the travel is neither authorized nor sponsored by the school or District. Principals should not permit recruiting of student travelers, or planning activities during regular school hours. Under no circumstances may school activity accounts (internal accounts) be used as a depository/disbursement source for funds for non-school sponsored trips. Any outside agencies wishing to meet in School Buildings must complete the Building Utilization procedures.

## General Overview

The school board does not endorse, support, or assume liability for any staff member, volunteer, or parent of the District who take students on trips not approved by the Superintendent (or his/her designee) or Board. No staff member may solicit District students for these trips within the facilities or on the school grounds of the District, and may not use District field trip forms, without permission from the Superintendent (or his/her designee). Permission to solicit neither grants nor implies approval of the trip. Approval must be obtained according to the District's administrative procedures.

## Transportation Approved Modes & Common Carrier

### APPROVED MODES OF TRANSPORTATION as defined in Florida Statutes and Board Policies

- School Bus – contracted service providers (Contact Transportation Department)
- Common Carriers – (Contact Transportation Department)
- Public Transit – Jacksonville Transportation Authority (buses, trolleys, skyway)
- Passenger Cars – Rental Cars, Privately Owned Cars, Multipurpose Passenger Vehicles, Trucks

### GENERAL FIELD TRIP INSTRUCTIONS FROM TRANSPORTATION SERVICES

- *Field Trip Request* forms must be e-mailed to the Contractor at least one week in advance to request field trip services. Contractors will not accept faxes or phone calls.
- The Contractor will return an email with a confirmation of service, notice of denial or a “limited” confirmation. Usually this means they need to tweak the times of the field trip in order to provide the service.
- **When you receive your confirmation, PLEASE NOTE if you have a confirmation, denial or “limited” confirmation.**
- If you received “limited” confirmation, make sure you accept the changes to your request. You may email other Contractors to see if they can confirm your original request.
- If another Contractor is able to service your original request, you will need to CANCEL the scheduled “limited” confirmation trip or buses will arrive on site the date and time of your trip and a minimum payment will result per bus.
- Contact information is provided by the Contractor to make **inquiries** or **changes** to your field trips after you have received confirmation.
- On a one-way field trip, plan for roundtrip pricing for the miles and time. Provide documentation to support the one way time and mileage in order to calculate the payment for the round trip cost of one way field trips. (Rationale: The Contractor is still required to pay an operator and incur fuel costs for the return trip once students are dropped off). **NOTE: Non-school days are typically charged at a 3 hour minimum. This includes weekends.**
- Florida Statutes require no loose items on buses. All items must be properly stowed. Nothing may block any aisle, doorway or emergency exit. Students must not be allowed to board the bus until all items have been safely stowed and secured. There are 3 options for transporting equipment to accompany a field trip: 1) convey in the personal vehicle of teacher/coach or chaperone; 2) use the luggage compartment of the bus if one is available; 3) take an additional bus to haul equipment only. **If any**

**item (e.g. coolers, band instruments, etc.) blocks an aisle or doorway, it may not be transported on the bus.**

- Lift equipment is ONLY for the loading and unloading of students in wheelchairs.
- The school bus driver must provide emergency evacuation information prior to transporting.
- Trip sponsors MUST fill out the *Field Trip Voucher* as documentation for the mileage run and to ensure the schools are paying only for the most direct route. The school bus driver should never assume this responsibility.
- School bus drivers are instructed to remain on the trip with the bus while the students are participating in their activity. Only in pre-arranged situations (i.e. service could otherwise not be provided due to bus/driver availability) will this be permitted. This procedure ensures the bus is available for emergencies like inclement weather that may occur during the trip.
- **As a general rule**, field trips are scheduled between 9:30 AM and 1:30 PM. This is because of our staggered bell times. Groups must leave the destination site in enough time to have the bus back to the school at the time requested on the *Field Trip Request Form*. Buses that return late from a field trip impact the timeliness of the PM services. Trip Sponsors may NOT retain a bus beyond the scheduled times.
- It is greatly appreciated if important details (i.e. driver was great, trip was late to destination, bus was dirty, etc...) in the comment section of the *Field Trip Voucher* are noted. In many instances, this information helps the Bookkeeper resolve issues and/or process payment, and gives the Contractor feedback to improve future service.
- Service concerns should be communicated directly with the Contractor. If you do not receive fair resolution and/or restitution to your service concerns, please e-mail [bushnell@duvalschools.org](mailto:bushnell@duvalschools.org)

### **INSTRUCTIONS FOR USING A COMMON CARRIER**

- Consult current, approved Common Carrier list distributed 3 – 4 times per year by Transportation Services.
- Pay particular attention to the Insurance, Worker's Comp and drivers' expiration dates to ensure the Common Carrier vendor you select will be current and unexpired on the date of your trip.
- Contact Common Carrier vendors and request a price quote for the needed transportation services.

- Select a Common Carrier vendor from the approved list and schedule your trip.
- OPTIMALLY, it would be better to agree upon the names of an approved driver and 1 backup driver for the date of your requested services.
- Have a *Field Trip Voucher* ready to take on the trip and complete other known information (For example, the number of students or additional itinerary may now be known).
- Date of Trip
  - Continue completing the *Field Trip Voucher* (Record odometer and time even though you are using a Common Carrier vendor, include bus number, driver's name, comments, etc...).
  - Verify that the driver is Jessica Lunsford Act (JLA) compliant by verifying their PrideRock Vendor Badge with their Commercial Driver's License (CDL).
  - Record the driver's first and last name in the space provided on the *Field Trip Voucher*.
  - **If you are unable to verify the driver**
    - ❖ Contact the Common Carrier vendor and see if an approved driver is available and can **be provided within your trip's timeline**.
    - ❖ If you cannot verify the driver OR the Common Carrier vendor cannot provide a cleared driver to transport **YOU MAY NOT TRANSPORT THE STUDENTS**. Unfortunately, you must cancel your trip to avoid exposing the District to unnecessary liability.
  - After the trip, finalize completion of the *Field Trip Voucher*, including any comments, and give the pink copy to the driver before releasing the bus.
- Turn the completed *Field Trip Voucher* into your School Bookkeeper for follow through with making timely payment per the Florida Prompt Payment Act.

**Prior to the school making any commitment and/or initiating any activities to finance any field trip, the appropriate approval(s) shall be secured in writing via the District's *Approval Request Form*. (See *Approval Request Form* in FORMS Section.)**

## **Lead Sponsor**

The field trip lead sponsor must be a **certificated** employee and he/she must adhere to DCSB policy Field Trips 4.43 along with the administrative procedures located in this DCPS Field Trip Handbook. The lead sponsor supervises the field trip process to ensure employee and volunteer chaperones are following appropriate administrative procedures. The lead sponsor is also present during the entire field trip.

## **Title I Considerations**

When preparing for a Title 1 field trip, the same district guidelines outlined in the Field Trip Handbook must be followed. Please note the following:

- Three weeks prior to the field trip date, the Title I Field Trips, Documentation Part A form must be faxed to your designated Title I school representative at 390-2634.
- Title 1 field trips should occur before FCAT Testing as field trips are an extension of the classroom and should aid in closing the achievement gap.
- Title 1 field trips should not interfere with FCAT testing.
- The location of the field trip must be of historical or educational relevance. Selected theme parks are permissible (see several examples below of field trip locations):
  - Jacksonville Zoo
  - St. Augustine
  - MOSH
  - Other Museums
- Field trips must receive approval from your designated Title 1 school representative. If the field trip is questionable, the request will be routed to the Executive Director of Federal Programs for review and approval, if applicable.
- Field trips occurring after FCAT testing may not appear to be an extension of the classroom and may appear to be "rewards." Field trip requests after FCAT testing will require approval from the Executive Director on a case to case basis.

## **Title I Pre-K Field Trips**

A series of Title 1 Pre-K field trips are scheduled by the Title I Pre-K office.

Additional Title 1 Pre-K field trips may be scheduled at the discretion of the principal using the guidelines above.

Contact Title I Fiscal at 390-2626 regarding any changes to required Title 1 Pre-K field trips.

## **Minimum Processing Time and Approval(s) Required**

When does the lead sponsor begin the field trip process? The time needed to coordinate a field trip may be dictated by the destination (venue) that will be visited; however, due to the need for transportation confirmation, collection of funds, etc. there must be a minimum time mandatory for field trips to be approved and processed.

- **In or Surrounding Counties** (Duval, Baker, Bradford, Clay, Nassau, St. Johns or Union):
  - Begin the process 3 weeks prior to field trip date.
  - Approval is required by Principal.
  
- **Out-of-Surrounding Counties** (Remaining counties within Florida):
  - Begin the process 5 weeks prior to field trip date.
  - Approval is required by Principal and Cluster Chief.
  
- **Out-of-State** (Beyond the boundaries of Florida, but within the continental United States):
  - Begin the process 2 months prior to field trip date.
  - Approval is required by Principal and Superintendent (or his/her designee).

**For detailed processing instructions for each of the above-referenced field trip categories, refer to pages 12-15.**

## **Student Participation Eligibility**

A student may not be denied field trip participation due to low academic performance. This supports the District's purpose of field trips and/or District-sponsored trips, which are to be used for students' enrichment and learning directly to the curriculum.

Students must exhibit satisfactory conduct in order to maintain the safety of self and others, in order to retain eligibility to participate in field trips as defined in the DCPS **Code of Student Conduct**, Disciplinary Action – Extracurricular Activities section.

During attendance on all field trips, student behavior must also comply with the DCPS *Code of Student Conduct*.

### **Parent/Guardian Permission – Granted**

The school shall have on file written parental/guardian approval for each student participating in each field trip. The written “Parent/Guardian Consent Form & Indemnity Agreement” must disclose:

- Place to be visited
- Date/time of departure
- Estimated date/time of return
- Approved mode of transportation being used
- Arrangements for payment of expenses associated with the trip, e.g. student’s cost, chaperone’s cost, etc.

### **Parent/Guardian Permission – NOT Granted**

If a student is not given written permission by his/her parent/guardian to participate in a field trip (or if student is absent the day of the trip), the teacher shall not academically “penalize” the student, e.g. issuing student a failing grade for non-attendance.

Students who do not attend a field trip are required to be provided with reasonable alternative course work that directly relates to the field trip curriculum and appropriate time to complete the work. Should the student not complete this alternative field trip assignment, then the teacher is to grade the student accordingly.

When applicable, teachers must coordinate accommodations for those students not attending the field trip to report to another teacher/classroom.

### **Food Information**

- A cafeteria employee must provide a Field Trip Bag Lunch Request form to the teacher for field trip days. This form must be completed and returned by the teacher to the cafeteria employee at least two weeks prior the field trip date. Returning this form by the requested date will assist cafeteria employees planning and preparing Field Trip meals.
- The cafeteria employee must provide a Field Trip Temperature Log and a thermometer to the teacher on the field trip day. The teacher must return the completed, signed, and dated Field Trip Temperature Log and the thermometer to the cafeteria employee at the end of the Field Trip day.
- The teacher must provide a cooler where lunches and the thermometer are to be placed. Lunches must be placed in the cooler immediately as the students go through the Point Of Sale (POS).
- The cafeteria manager must verify that all pertinent Field Trip documentation is completed and filed with the end of day paperwork for the field trip date. This documentation includes the completed Field Trip Bag Lunch Request form, the completed and signed Field Trip Temperature Log, and the Field Trip Lunch Recipe.

## Chaperones

### Volunteer Chaperones:

*Volunteer Chaperones* must be approved in advance of field trip date by the District and shall be notified of their required field trip responsibilities. A volunteer application submission does not constitute approval. The school shall have on file a signed "Volunteer Chaperone Responsibility Form" for each volunteer chaperone participating in any field trip. **The volunteer chaperone must have an "approved" status prior to the departure of the field trip in order to attend.**

### 10:1 Ratio:

The school must have 1 lead sponsor (certificated employee) for the first 10 students and 1 additional chaperone (employee or approved volunteer) for every 10 additional students participating in the field trip.

### Multi-gender Chaperone Requirements:

Field trips for Secondary students (grades 6 through 12) or any overnight field trips that consist of both male and female students must have a minimum of 1 male and 1 female sponsor (certificated employee). Additional chaperones (employee or approved volunteer) must also comply within the male/female ratio and the 10:1 student number ratio.

### Exceptional Education & Student Services – Employee Purpose: Ratio is dictated by IEP.

A DCPS Exceptional Student Education (ESE) employee that accompanies a student during a field trip, e.g. interpreter, is **not a Chaperone** and is **not to perform** any responsibilities/tasks of a Certificated Employee Chaperone or an approved Volunteer Chaperone. The sole purpose/function of this employee is to accommodate the service needs for only the student that is assigned to him/her, e.g. sign-language or oral translator for a hearing impaired student/or as dictated by a student's IEP.

## Unauthorized Individuals

Only designated students, authorized employees, and authorized volunteer chaperones may attend a field trip. Any unauthorized individuals are prohibited to attend field trips. This may consist of, but not limited to: a "not-approved" volunteer, friend, spouse, child, or sibling of an authorized student, chaperone, or employee. For example, **the below individuals are not authorized to participate in a field trip**:

- A participating student's sibling who is also a student at the same school; however, the sibling is in a different classroom that is not participating in the field trip
- A participating student's sibling who attends a different school
- An approved volunteer chaperone's second/other child who is not a student in a classroom participating in the school's field trip
- An employee or approved volunteer chaperone's friend or spouse who is not an "approved" District volunteer

## General Overview

- An employee's child who is not a student in a classroom participating in the school's field trip

When utilizing school buses as the mode of transportation, if a bus driver's child (who is not a student in a classroom participating in the school's field trip) arrives with the bus/driver to transport students for a field trip, notify the Principal immediately and contact the school bus company (e.g. Durham, First Student, STA).

## Student Safety

Water related Activities are **strictly prohibited** on **All** Field Trips. This includes swimming, wading and water skiing, etc.

In addition, other prohibited/unsafe activities include, but are not limited to;

- Boat rides on unauthorized water vessels
- Zip-lining
- Bungee jumping
- Other activities deemed unsafe

## Student Medication

Should a student require medication (prescription or non-prescription) during the field trip, the administration is to be in accordance with the School Board policy 5.62 "Administration of Medication." Medications are only to be administered to students by school personnel (e.g. lead sponsor or a teacher attending the field trip) as authorized on the *Permission for Administration of Medication Form*. Parents/guardians may obtain a blank form from the student's classroom teacher or the school's front office. **Important Note: Advise Parents/Guardians that all medications with permission forms must be physically brought to the school by the Parent/Guardian** and no medication may be handed to school personnel by a minor child.

If the student currently has an existing *Permission for Administration of Medication Form* with medication at the school (clinic), the medication and permission form will be brought on the field trip and administered as instructed.

- The employee who obtains the medication and permission form from the clinic will note on the student's Medication Administration Record log "field trip."
- Upon return to the school, the employee who administered medication during the field trip will return the medication and permission form to the clinic and note on the student's log the time medication was given during the field trip and initial.

## Student Medical Release

While attending any field trip beyond the boundaries of Duval County, including out of state fieldtrips, a *Medical Release Form* for each student must be completed, signed, and in the possession of the field trip's lead sponsor or employee designee(s) during the field trip. Students who do not have a completed and signed "Medical Release Form" prior to the departure of the field trip will not be able to attend the field trip and a refund may not be provided.

## Student Absence

A refund may not be given to a student if he/she was absent the day(s) of the field trip.

The teacher shall not academically "penalize" the student, e.g. issuing student a failing grade for non-attendance.

Students who do not attend a field trip must be provided with reasonable alternative course work that directly relates to the field trip curriculum and appropriate time to complete the work. Should the student not complete this alternative field trip assignment, then the teacher is to grade the student accordingly.

## Additional Costs – Exceptional Education & Student Services (EE/SS)

If a participating student requires Student Services, which may increase the costs of field trips, this cost must be anticipated by the lead sponsor prior to requesting field trip approval. The lead sponsor is responsible for obtaining from other teachers participating in the field trip any special needs requirements for applicable students.

For example, if a hearing impaired student requires a DCPS Interpreter to accompany him/her on the field trip, the lead sponsor may need to plan for the "Interpreter's admission" cost to the venue or other costs. **This additional cost of the field trip must either be paid with the school's internal Student Welfare Trust Account or district funds. These types of additional student services costs are to be noted on the "Approval Request Form" in the notes field under *Funding Source*.** These additional costs:

- may not be billed to the individual student requiring the services
- may not be billed equally to all participating students of the field trip
- may not be billed directly to the employee (e.g. Interpreter)

Note: The cost for reserving an ESE School Bus is not considered an EE/SS "additional" cost.

# Field Trip Procedures

**Prior to the school making any commitment and/or initiating any activities to finance any field trip, the Principal's approval shall be secured in writing via the District's Approval Request Form.**

The below is detailed information that outlines the process specifically for "In or Surrounding Counties Field Trip." **See Appendix, Step 1A for detailed instructions regarding Out of County Field Trip instructions.**

**Step 1. Check List for Lead Sponsor** form is to be utilized by the certificated employee who will be sponsoring the field trip, a *minimum* of 3 weeks prior to the preferred field trip date. This is a step-by-step quick reference form (with timelines) to help guide the lead sponsor through coordinating a field trip and follow DCPS procedures. Check-off each "step" on the form once the step is complete.

**Step 2. Approval Request Form** is to be completed by the Lead Sponsor. This 3-page e-form may be completed by using Adobe Reader. Completing the form with Adobe Reader will automatically fill-in duplicate fields on the other pages and all the data input in the worksheet (page 2) will auto-calculate.

The lead sponsor is to provide the completed form (all three pages) to the Bookkeeper for review/signature. (Important Note: The bookkeeper is **NOT** to initiate a "bus request" at this time, see step 3.) Next, if applicable, provide Approval Request Form to the Activities Director for review/signature and finally submit to Principal for *field trip approval* signature.

- **Page 1:** Most fields are self-explanatory. Fill-in and/or mark all applicable fields. Below are special notes concerning a few fields:

Time: Bus times noted for Departure and Return must not conflict with school bus route schedules in the morning and afternoon. If needed, contact the bus company or Transportation Department at 858-6220 for route schedule times.

Cost per Student: After the page 2 worksheet is complete, this field will automatically fill-in.

Purpose: An explanation is REQUIRED as to how the field trip relates to the curriculum. Be sure to attach relevant documents to your form, such as lesson plan(s) supporting the Standards utilized, itineraries and culminating activities.

Participating Staff: List all the employees attending the field trip. There must be a minimum of 1 certificated employee on each mode of transportation. For example, if there are 3 school buses, there must be a minimum of 3 certificated employees participating in the field trip (one for each bus).

Funding: Mark the appropriate funding source for the field trip. The "Notes" area may be utilized by both the lead sponsor and/or the bookkeeper for other pertinent information concerning funding.

School Calendar: The "Notes" area may be utilized by both the lead sponsor and/or the Activities Director (if applicable) for any pertinent information.

- **Page 2:** This Student Cost Worksheet page has two sections; a "school bus calculator" (top) and an "other mode of transportation" (bottom).

For any transportation other than a school bus, provide information in the bottom section with as much detail as possible and be sure to attach all quotes from vendors.

COST for Sponsor/Chaperone shall not be included when calculating Student Field Trip cost.

For school bus transportation, fill-in the top section:

Regular Bus: Number of Regular buses needed. Input a whole number.

ESE Bus: Number of ESE buses needed. Input a whole number.

Est. Bus Hrs: Number of hours the bus will be used (departure time to return est. time). Always round-up to the nearest quarter hour (.25, .50, or .75). Input a whole number with decimal if needed. For example: 3 hours and 45 minutes type as 3.75

No matter the length of the field trip there are *minimum charge requirements*:

School days = 1 hour

Non-school days (includes Saturday) = 3 hours

For example: A bus that will only be used for two hours on a Saturday means that "3" must be input in this field, as the minimum "charge" is three hours.

Round-Trip Miles: Number of round-trip miles to all destinations. To obtain mileage, use a website such as [www.maps.google.com](http://www.maps.google.com) or [www.mapquest.com](http://www.mapquest.com) and "Get directions" beginning with the

school address first and then continue adding the remaining address(es) of all the destinations on the field trip. Once complete, the website will provide a total one-way distance in miles. Be sure to multiply the total one-way miles by 2 to obtain the Round-Trip Miles. Input a whole number with decimal if needed.

**Monitors:** Number of bus monitors needed. This is typically for ESE students and may be left blank if none are needed. If monitors are needed, staff members such as Paraprofessionals may not be used. (See special instructions on form.) Input a whole number.

**Hourly Rate-Monitors:** Hourly rate to pay the bus-monitor(s). Instructions are on the form. Hourly rates for the contracted bus-monitors are subject to change throughout the fiscal school year. Obtain the current hourly rate by contacting the Transportation Department at 858-6220. Input a dollar amount.

**Per Student:** *Other costs* assessed to a (one) student such as admission, lunch purchase, fees, etc. Input a total dollar amount for one student. For example:

Admission to the Zoo for one student is \$5 and lunch at the zoo for one student is \$3. The Per Student-Other Cost amount equals \$8.00. Input a dollar amount.

**Rounded Cost:** Look at the field, automatically calculated, titled "Per Student: Total Cost" and round-up that figure to the nearest quarter dollar (.25, .50, or .75). For example: If the calculated figure in the "Per Student: Total Cost" field states \$9.62, then round-up that dollar figure to **\$9.75** and input that amount in this "Rounded Cost Per Student" field.

**Once the "Rounded Cost Per Student" field is input on the electronic version, it will automatically fill-in the "Cost per Student" field on page one.**

- **Page 3:** This Destination(s) Contact Form page contains fields that are self-explanatory. Fill-in all applicable fields.

On the day of the field trip this (single) page is required to be placed in the Lead Sponsor's mail box, prior to leaving for the field trip.

**Step 3. Bus Reservation–Field Trip Request Form** is to be completed by the appointed staff member at the school (each school processes differently; typically done by bookkeeper). School bus reservations may not be processed until the Approval Request Form has been signed by the Principal.

Bus Vouchers are not to be “signed-out” to the lead sponsor until the day before or the day of the field trip.

**Step 4. Parent/Guardian Consent Form and Indemnity Agreement** Form may be filled-in with all the pertinent information once the Approval Request Form has been signed by the Principal and confirmation has been received from the school bus (or other mode of transportation) reservation.

Most fields are self-explanatory as to what should be input. Below are special notes concerning a few fields:

Field trip to: Input vendor and address, e.g. Jacksonville Zoo, 370 Zoo Parkway, Jacksonville FL 32218.

Lunch Info/Inst: Input detailed information. For example: “Bring a bag lunch (entirely disposable) with your child’s name on it” **or** “Lunch included at no additional cost. Circle one: chicken nuggets or hamburger.”

Cost per Student Input amount from Approval Request Form/Student Cost Worksheet (amount should be rounded-up to nearest quarter dollar, e.g. \$10.00, \$10.25, \$10.50, \$10.75)

Chaperones: Input total number of Volunteer Chaperones needed for the field trip. DO NOT LEAVE BLANK. If none, input “n/a” or “none.”

Multiple-gender Volunteer Chaperones are required for all secondary (6 to 12 grades) field trips and any overnight field trips. If multiple-gender chaperones are required, input the number of males and females needed (both should add up to the total chaperones needed). DO NOT LEAVE BLANK. If not required, input “n/a.”

Cost per Chaperone: Input dollar amount (or “n/a” if not applicable). Chaperones only incur pertinent costs such as admission tickets, lunch, etc. (Chaperones are not to incur any costs for school buses.)

Payment Inst: Input detailed information. For example: “exact cash” or “check” payable to your School.

Other Info/Inst: Input ANY other information or instructions concerning the field trip that is needed to relay to the parent/guardian.

## Appendix

### Forms

<b>Step 1</b> Check List (IN)	Check List for Lead Sponsor - In or a Surrounding County (Duval, Baker, Bradford, Clay, Nassau, St. Johns or Union)
<b>Step 1A</b> Check List (OUT)	Out-of-County Field Trip Process Check List for Lead Sponsor
<b>Step 2</b>	Approval Request Form (2 or 2A)
<b>Step 2</b>	Student Cost Worksheet
<b>Step 2</b>	Destination(s) Contact Form
<b>Step 3</b>	Bus Request Form - Field Trip
<b>Step 4</b>	Parent/Guardian Consent Form and Indemnity Agreement (In or a Surrounding County Field Trip)
<b>Step 4A</b>	Parent/Guardian Consent Form and Indemnity Agreement (Out-of-County Field Trip)
<b>Step 5</b>	Permission for Administration of Medications
<b>Step 5-A</b>	Medical Release Form (Out-of-County Field Trip)
<b>Step 6</b>	Report of Monies Collected
<b>Step 7</b>	Bag Lunch Request Form ~ In or a Surrounding County
<b>Step 7A</b>	Bag Lunch Request Form ~ Out-of-County Field Trip
<b>Step 8</b>	Internal Accounts - Request for Purchase Approval and Check Requisition
<b>Step 9</b>	Volunteer Chaperone Responsibility Form and Verification of DCPS Approval Status
<b>Step 10</b>	Volunteer Attendance on Field Trip Form ( <u>Not</u> a Chaperone)
<b>Step 11</b>	Student Return-Transport Release Form
<b>Step 12</b>	Leave Form (TDE)
<b>Step 13</b>	Universal Field Trip Expense Voucher (also known as Bus Voucher)
<b>Step 14</b>	Classroom and/or Group Information Sheet ~ In or a Surrounding County
<b>Step 14A</b>	Classroom and/or Group Information Sheet ~ Out-of-County Field Trip
<b>Step 15</b>	Field Trip Temperature Log
<b>Step 16</b>	Field Trip Attendance

## Step 1

### Check List for Lead Sponsor

In or a Surrounding County (Duval, Baker, Bradford, Clay, Nassau, St. Johns or Union)

**PRIOR TO making any commitment to any field trip vendor and/or initiating any activities to finance any field trip, the Approval Request Form (Step 2) must be signed by the Principal.**

The outlined time-schedule is a “*minimum*” time requirement for field trips to be approved and processed due to the need for transportation confirmation, collection of funds, etc. Various steps below may be processed earlier, which is typically dictated by the destination (venue) that will be visited.

#### **3 WEEKS PRIOR TO TRIP**

- Step 2: Approval Request Form**
  - Lead sponsor must be a certificated employee
  - Make sure the student cost worksheet, destination(s) contact form, and any documents supporting educational value are attached to the approval request form
  
- Step 3: Bus Reservation – Field Trip Request Form**
  - Process only after Approval Request Form has been approved in writing
  - Each school processes differently, typically done by bookkeeper or Principal’s designee (**Note:** The Bus Vouchers are not to be “signed-out” to the sponsor until the day before or the day of the field trip. See step 12)
  
- Step 4: Prepare the Parent/Guardian Consent Form & Indemnity Agreement (and Medical Release Form... only if field trip is OUT of Duval county boundaries)**
  - Process only after the Approval Request Form has been approved and the Bus Reservation has been confirmed
  - Fill-in and complete the form(s)
  - Disseminate completed form(s) to teachers, so it may be distributed to students/parents

#### **2 WEEKS PRIOR TO TRIP**

- Step 4 continued: Distribute the Parent/Guardian Consent Form & Indemnity Agreement (and Medical Release Form... only if field trip is OUT of Duval county boundaries)**
  - Teachers are to distribute to students/parents/guardians
  
- Step 5 (if applicable): Permission for Administration of Medication Form**
  - Teachers will distribute to parents/guardians on an “as requested” basis
  - Receive completed and signed forms with medication, a minimum of two school days prior to the field trip date. **Note:** must be delivered to school by parent/guardian, never a minor student
  - Students that have existing medication and permission forms located at the school (clinic), will have the medication and form checked-out of the clinic the day of the field trip and checked-in upon return from the field trip by the lead sponsor or employee designee
  
- Step 6: Receipt monies collected**
  - Monies **MUST** be turned into the bookkeeper once \$40 collected is reached and
  - **ALL** monies **MUST** be turned in to the bookkeeper, no matter the amount (even \$1), the last business day of each week (typically Fridays unless school is closed)

- ☐ **Step 7 or 7A: Bag Lunch Request Form**
  - Submit to Cafeteria Manager (even if no lunches will be ordered)
  
- ☐ **Step 8: Request for Purchase Approval and Check Request Form**
  - This is an Internal Accounts form to have a check issued
  - Completed and signed form must be received by the bookkeeper a minimum of 3 days prior to the date check is needed
  - May need multiple forms: School Bus cost, Venue (admission cost), etc.
  - Pay attention to vendor deadlines as to when deposits or prepayments are due
  - Lead sponsor is responsible for obtaining a Receipt from all vendors for all checks issued

## **1 WEEK PRIOR TO TRIP**

- ☐ **Step 9: Volunteer Chaperone Responsibility Form**
  - Must receive all completed and signed forms (Note: prior to leaving for the field trip verification of “approval” status must be obtained with the volunteer liaison.)
  
- ☐ **Step 10: Verify chaperone’s DCPS volunteer approval status**
  - Volunteer chaperones may not attend the field trip unless the volunteer chaperone’s “approval” status has been verified (and the responsibility form is obtained and signed)
  
- ☐ **Step 11 (if applicable): Student Return-Transport Release Form**
  - Must receive completed and signed forms prior to leaving for the trip
  
- ☐ **Step 12: Leave Form**
  - ONLY Teachers who request a Kelly substitute for their classroom/students are required to submit a “TDE-Other” leave form and note in the comments “Field Trip – substitute utilized” For example: Band teacher who takes only advance-band classes on a field trip and requests a Kelly substitute teacher for remaining beginning-band classes

## **DAY BEFORE OR THE DAY OF THE TRIP**

- ☐ **Step 13: Universal Field Trip/Bus Voucher(s)**
  - The lead sponsor is responsible for signing-out all the DCPS Universal Field Trip Expense Vouchers from the bookkeeper and then assigning the voucher to the appropriate employee for completion on each bus (don’t forget pens!)
  - The DCPS employee completing the voucher on each bus is responsible for writing the correct mileage and times, NOT the bus driver
  
- ☐ **Step 14: Classroom and/or Group Information Sheet**
  - Teachers whose classrooms are attending the field trip are to make arrangements for their students “not” participating in the field trip to stay with another classroom/teacher
  - Teachers are to group the below documents in the following order:
    - Top: Classroom and/or Group Information Sheet
    - Middle: Parent/Guardian Consent Forms – alphabetical order by student name
    - Bottom: Volunteer Chaperone Responsibility Forms (verified) – alphabetical order
  
- ☐ **The “Destination Contact Form”** (page 3 of the Approval Request Form) **is to be in the lead sponsor’s mail box before leaving for the field trip**

- **Step 15 : Pick-up Bag Lunches (if applicable) & Field Trip Temperature Log**
  - Teacher(s) and students who ordered bag lunches from the cafeteria must pick-up the lunches together the morning of the field trip. T [REDACTED]
  
- **Lead Sponsor must maintain on the field trip and is responsible for:**
  - Medical Release Forms... only if field trip is OUT of Duval county boundaries
  - Permission for Administration of Medication forms with medications for applicable students
  - List of volunteer chaperones with cell phone numbers and student assignments
  - **Pre-signed Student Return-Transport Release forms**
  - Bus Voucher assignments and the collection of Bus Vouchers upon return
  - Field Trip Attendance List **(Step 16)**

### **UPON RETURN OF THE TRIP**

- **Return to the Cafeteria Manager (if applicable)**
  - “Accountability Roster” for the student bag lunches ordered from the Cafeteria
  
- **Lead Sponsor is to provide to the Bookkeeper**
  - Bus Voucher(s) completed and signed for payment
  - Receipt(s), if applicable, that were collected from the Vendor(s) for checks that were issued  
Note: receipts are to be signed by lead sponsor
  
- **Field trip documents: Retention guidelines?**
  - Maintained by each classroom teacher for his/her students.
  - Each classroom teacher will turn these documents in to the bookkeeper at the end of the school year for document destruction **(retained or destroyed?)**.
    - Parent/Guardian Consent forms
    - Medical Release Forms... if field trip was OUT of Duval County boundaries
    - Permission for Administration of Medication forms
    - Volunteer Chaperone Responsibility forms
    - **Student Return-Transport Release forms**

## Step 1-A

**OUT-of-County Field Trip Process Check List for Lead Sponsor**

(Sponsors must be certificated employees.)

**4 WEEKS PRIOR TO TRIP**

- Step 2: Approval Request Form 2A**
  - Make sure the **Student Cost Worksheet** and the **Destination(s) Contact Form**, and any documents supporting educational value are attached to the approval request form.
- Step 3: Mode of Transportation reservation**
  - Only after Approval Request form has been approved
  - Processed differently at each school, typically by bookkeeper or Principal's designee (**Note:** If School Bus is being used, Bus Vouchers are not to be signed-out to the sponsor until the day before or the day of the field trip see Step 12)
- Steps 4A: Prepare the Parent/Guardian Consent Form & Indemnity Agreement with the Medical Release Form**
  - Fill-in and complete the form
  - Distribute to teachers, so they may distribute to parent, only after the Approval Request form has been approved and the Mode of Transportation reservation has been confirmed

**3 WEEKS PRIOR TO TRIP**

- Step 5 (if applicable): Permission for Administration of Medication Form**
  - Teachers will distribute to parents on an as needed basis
  - Receive completed/signed forms, with medication, by deadline indicated on the Parent/Guardian Release form
- Step 6: Receipt monies collected**
  - Monies **MUST** be turned into the bookkeeper once \$40 collected is reached and
  - **ALL** monies **MUST** be turned in to the bookkeeper, no matter the amount (even \$1), the last business day of each week (typically Fridays unless the school is closed)
- Step 7A: Bag Lunch Request Form**
  - Submit to Cafeteria Manager (even if no lunches will be ordered)
- Step 8: Request for Purchase Approval and Check Request Form**
  - This is an Internal Accounts form to have a check issued
  - Completed and signed form must be received by the bookkeeper a minimum of 3 days prior to the date check is needed
  - May need multiple forms: **School Bus cost, Venue** (admission cost), etc.
  - Pay attention to vendor deadlines as to when deposits or prepayments are due
  - Sponsor is responsible for obtaining a Receipt from vendors for all checks issued

**2 WEEK PRIOR TO TRIP**

- **Step 9: Volunteer Chaperone Responsibility Form**
  - Must receive completed/signed forms prior to leaving for the trip and verify approval status with volunteer liaison
  
- **Step 10: Verify chaperone's DCPS volunteer approval status**
  - Volunteer chaperones may not attend the field trip unless the volunteer chaperone's approval status is verified and the responsibility form is obtained and signed
  
- **Step 11 (if applicable): Student Return-Transport Release Form**
  - Must receive completed and signed forms prior to leaving for the trip
  
- **Step 12: Leave Form**
  - ONLY Teachers who request a Kelly substitute for their classroom/students are required to submit a "TDE-Other" leave form and note in the comments "Field Trip – substitute utilized" For example: Band teacher who takes only advance-band classes on a field trip and requests a Kelly substitute teacher for remaining beginning-band classes

**1 WEEK PRIOR TO TRIP**

- **Conduct a Chaperone & Student Meeting**
  - Exchange pertinent information with chaperones, e.g. cell phone numbers, destination information/itinerary, appointed students, etc.
  - Establish "chain of command" for those in charge of the field trip
    - Lead Sponsor
    - Assistant Teacher(s)
    - Appointed Chaperone(s)
  - Review chaperone responsibilities
  - Review with students the expectations, itinerary, and student code of conduct

**DAY BEFORE OR THE DAY OF THE TRIP**

- **Step 13 (if applicable): IF Mode of Transportation is a "School Bus" - Bus Voucher(s)**
  - The lead Field Trip Sponsor is responsible for signing-out all the DCPS Universal Field Trip Expense Vouchers from the bookkeeper and then assigning to the appropriate person for completion on each bus (don't forget pens!)
  - The person completing the voucher on each bus is responsible for writing the correct mileage and times, NOT the bus driver.
  
- **Step 14A: Classroom/Group Information Sheet**
  - Teachers for all classrooms attending the field trip are to make arrangements for their students "not" attending field trip to stay with another teacher/classroom
  - Teachers are to group the below documents in the following order:
    - Top: Classroom and/or Group Information Sheet
    - Middle: Parent/Guardian Consent Forms – alphabetical order by student name
    - Bottom: Chaperone Volunteer Responsibility Forms (verified) – alphabetical order
  - **These grouped documents are to be placed in each teacher's/group's mail box before leaving for the field trip**

- **The Destination(s) Contact Form is to be in the Lead Sponsor's mail box before leaving for the field trip**

**Step 15 (if applicable) : Pick-up Bag Lunches & Field Trip Temperature Log**

- Teacher(s) and students who ordered bag lunches from the cafeteria must pick-up the lunches together the morning of the field trip. The Cafeteria Manager will provide the teacher with an "**Accountability Roster**" that must be returned at the end of the field trip

**Lead Field Trip Sponsor must maintain on the field trip and is responsible for**

- Medical Release Forms for all students
- Permission for Administration of Medication forms with medications for applicable students
- List of volunteer chaperones with cell phone numbers and student assignments
- Pre-signed Student Return-Transport Release forms
- Bus Voucher assignments and collection of Bus Vouchers upon return
- Field Trip Attendance List (**Step 16**)

**Before boarding Mode of Transportation**

- Match students with their chaperones
- Remind chaperones/students of itinerary and meeting locations
- Remind students of expectations and code of conduct

**Prior to departing EVERY location, once on the Mode of Transportation (e.g. bus)**

- TAKE ATTENDANCE !

## **UPON RETURN OF THE TRIP**

**Supervise every student until released to a parent/guardian**

- Supervision must be done by a DCPS employee (not a chaperone volunteer)

**Return to the Cafeteria Manager (if applicable)**

- "**Accountability Roster**" for the student bag lunches ordered from the Cafeteria

**Lead Field Trip Sponsor is to provide to the Bookkeeper:**

- **Bus Voucher(s)** completed and signed for payment
- **Receipt(s)**, if applicable, that were collected from the Vendor(s) for checks that were issued (Note: receipts are to be signed by lead sponsor)

**Field trip documents:**

- **Maintained by each classroom teacher for his/her students.**
- **Each classroom teacher will turn these documents into the bookkeeper at the end of the school year for document destruction (retained or destroyed?).**
  - Parent/Guardian Consent forms
  - Medical Release forms
  - Permission for Administration of Medication forms
  - Chaperone Volunteer Responsibility forms
  - Student Return-Transport Release forms

# Step 2

## Approval Request Form with Student Cost Worksheet and Destination(s) Contact Form In or a Surrounding County (Duval, Baker, Bradford, Clay, Nassau, St. Johns or Union)

Submit a **minimum of three weeks prior to field trip date.**

Lead Sponsor of Field Trip: \_\_\_\_\_

Destination: \_\_\_\_\_  Duval  Surrounding County

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ (time bus is to arrive at the school for pick-up)

Return Date: \_\_\_\_\_ Est. Time: \_\_\_\_\_ (estimated return arrival time at the school)

Note: Times must not conflict with morning and afternoon bus route schedules.

Mode of Transportation: \_\_\_\_\_

**Estimated Total Number of Students:** \_\_\_\_\_ **Cost per Student: \$** \_\_\_\_\_  
(see page 2)

Cost of a trip may be assessed to students; however, a student will not be denied the right to participate for failure to pay.

**PURPOSE** of the field trip is **required** and how it relates to the curriculum:

Attach documents which support the educational value of this field trip, such as Lesson Plans to include Standards utilized and Culminating Activities.

**PARTICIPATING FACULTY STAFF** The school will have 1 lead sponsor for the first 10 students and 1 additional chaperone (employee or approved volunteer) for each 10 additional students. However, there must be 1 employee on each mode of transportation (3 buses = 1 sponsor + 2 certificated employees). Field trips for Secondary students (grades 6 to 12) must have both male and female sponsors, as applicable. **List employees participating in this trip:**

_____	_____
_____	_____
_____	_____
_____	_____

**FUNDING** source of this field trip will be from:  Internal Accts/Students  Fundraiser  School's District Budget

Notes: \_\_\_\_\_

Reviewed by **Bookkeeper /s/**: \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL CALENDAR** updated to include this field trip (If school does not have an Activities Director, signature is not required):

Notes: \_\_\_\_\_

Reviewed by **Activities Dir. /s/**: \_\_\_\_\_ Date \_\_\_\_\_

**Proper safety precautions will be observed and all operational procedures in the Field Trip Handbook, as mandated by Board Policy 4.43, will be adhered to by the District employees participating in this field trip. Once the principal's signature is obtained below, this form becomes the lead sponsor's authorization to continue the field trip process.**

Submitted by Lead Field Trip Sponsor /s/ \_\_\_\_\_ Date \_\_\_\_\_

Approved by Principal /s/ \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Approved by Risk Management /s/ \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Risk management approval is required for all trips involving high risk activities. Examples of high-risk activities include, but are not limited to, any direct (touching) contact with animals, any water activities, adventure hikes, camping, and more. If a school is unsure whether the activity is high risk, please contact the District's Risk Management Department at 390-2258.

## Student Cost Worksheet

Lead Field Trip Sponsor \_\_\_\_\_ Cell phone # \_\_\_\_\_  
(needed for bus request)

Field Trip Date \_\_\_\_\_

Field Trip Destination \_\_\_\_\_

### SCHOOL BUS CALCULATOR

		Regular Bus: # of regular school buses
		ESE Bus: # of ESE school buses (may leave blank if none needed)
		<b>NUMBER OF BUSES NEEDED</b>
		Est. Bus Hours: # of hours bus will be used (round-up to the 1/4 hour, e.g. 1, 1.25, 1.50, 1.75, 2)
\$19.93		<b>HOURLY COST FOR BUSES</b>
		Round-trip Miles: # of <b>round-trip</b> miles to all destinations
\$0.70		<b>MILEAGE COST FOR BUSES</b>
		Monitors: # of bus monitors (typically for ESE students, may leave blank if none needed)
	*	Hourly Rate for Monitors: to obtain cost see below* (may leave blank if none needed)
		<b>MONITOR COST FOR BUSES</b>

\* When Bus Monitors are needed, they must be obtained by the DCPS contracted bus company (Paraprofessionals may not be utilized as "bus monitors"). The hourly rates for the Monitors are subject to change throughout the fiscal year. **The current hourly rate cost for bus monitors may be obtained by contacting the Transportation Department at 858-6220.**

	Estimated school bus cost for field trip
	Estimated total number of students attending field trip (from page 1)
	<b>Per student:</b> approximate school bus cost
	<b>Per student:</b> other costs such as admission, lunch purchase, fees, etc.
	<b>Per student:</b> Total Cost
	<b>ROUNDED COST PER STUDENT:</b> Round-up to nearest quarter, e.g. \$5.62 = \$5.75

### COMPLETE ONLY IF USING "OTHER MODE OF TRANSPORTATION" (e.g. charter bus)

Explain all costs for transportation, admission, lunch purchase, fees, etc. and attach all quotes:

	<b>ROUNDED COST PER STUDENT:</b> Round-up to nearest quarter, e.g. \$5.62 = \$5.75
--	--

### Destination(s) Contact Form

Lead Field Trip Sponsor: \_\_\_\_\_ Sponsor's Cell phone: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_

**Destination 1:** \_\_\_\_\_

Approx. Time arriving at location 1: \_\_\_\_\_ Approx. Time departing location 1: \_\_\_\_\_

Destination Address: \_\_\_\_\_

\_\_\_\_\_

Destination Contact: \_\_\_\_\_

Destination Phone: \_\_\_\_\_

**Destination 2:** \_\_\_\_\_

Approx. Time arriving at Location 2: \_\_\_\_\_ Approx. Time departing Location 2: \_\_\_\_\_

Destination Address: \_\_\_\_\_

\_\_\_\_\_

Destination Contact: \_\_\_\_\_

Destination Phone: \_\_\_\_\_

**Destination 3:** \_\_\_\_\_

Approx. Time arriving at Location 3: \_\_\_\_\_ Approx. Time departing Location 3: \_\_\_\_\_

Destination Address: \_\_\_\_\_

\_\_\_\_\_

Destination Contact: \_\_\_\_\_

Destination Phone: \_\_\_\_\_

**Destination 4:** \_\_\_\_\_

Approx. Time arriving at Location 4: \_\_\_\_\_ Approx. Time departing Location 4: \_\_\_\_\_

Destination Address: \_\_\_\_\_

\_\_\_\_\_

Destination Contact: \_\_\_\_\_

Destination Phone: \_\_\_\_\_

# Step 2A

revised 02/21/2014

## Approval Request Form with Student Cost Worksheet and Destination(s) Contact Form OUT OF COUNTY/SURROUNDING COUNTIES OR STATE

Submit a **minimum of three weeks prior** to field trip date.

Lead Sponsor of Field Trip: \_\_\_\_\_

Destination: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ (time bus is to arrive at the school for pick-up)

Return Date: \_\_\_\_\_ Est. Time: \_\_\_\_\_ (estimated return arrival time at the school)

Note: Times must not conflict with morning and afternoon bus route schedules.

Mode of Transportation: \_\_\_\_\_

**Estimated Total Number of Students:** \_\_\_\_\_ **Cost per Student: \$** \_\_\_\_\_

(see page 2)

Cost of a trip may be assessed to students; however, a student will not be denied the right to participate for failure to pay.

Attach documents which support the educational value of this field trip, such as Lesson Plans to include Standards utilized and Culminating Activities.

**PURPOSE** of the field trip is **required** and how it relates to the curriculum:

**PARTICIPATING FACULTY STAFF** The school will have 1 lead sponsor for the first 10 students and 1 additional chaperone (employee or approved volunteer) for each 10 additional students. However, there must be 1 employee on each mode of transportation (3 buses = 1 sponsor + 2 certificated employees). Field trips for Secondary students (grades 6 to 12) must have both male and female sponsors, as applicable. **List employees participating in this trip:**

_____	_____
_____	_____
_____	_____
_____	_____

**FUNDING** source of this field trip will be from:  Internal Acnts/Students  Fundraiser  School's District Budget

Notes: \_\_\_\_\_

Reviewed by **Bookkeeper /s/**: \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL CALENDAR** updated to include this field trip (If school does not have an Activities Director, signature is not required):

Notes: \_\_\_\_\_

Reviewed by **Activities Dir. /s/**: \_\_\_\_\_ Date \_\_\_\_\_

**Proper safety precautions will be observed and all operational procedures in the Field Trip Handbook, as mandated by Board Policy 4.43, will be adhered to by the District employees participating in this field trip. Once the necessary signature are obtained below, this form becomes the lead sponsor's authorization to continue the field trip process.**

Submitted by Lead Field Trip Sponsor /s/ \_\_\_\_\_ Date \_\_\_\_\_

Approved by Principal /s/ \_\_\_\_\_ Date \_\_\_\_\_

Approved by Region Chief /s/ \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Approved by Risk Management /s/ \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Risk management approval is required for all trips involving high risk activities. Examples of high-risk activities include, but are not limited to, any direct (touching) contact with animals, any water activities, adventure hikes, camping, and more. If a school is unsure whether the activity is high risk, please contact the District's Risk Management Department at 390-2258.

## Student Cost Worksheet

Lead Field Trip Sponsor \_\_\_\_\_ Cell phone # \_\_\_\_\_  
(needed for bus request)

Field Trip Date \_\_\_\_\_

Field Trip Destination \_\_\_\_\_

### SCHOOL BUS CALCULATOR

		Regular Bus: # of regular school buses
		ESE Bus: # of ESE school buses (may leave blank if none needed)
		<b>NUMBER OF BUSES NEEDED</b>
		Est. Bus Hours: # of hours bus will be used (round-up to the 1/4 hour, e.g. 1, 1.25, 1.50, 1.75, 2)
\$19.93		<b>HOURLY COST FOR BUSES</b>
		Round-trip Miles: # of <b>round-trip</b> miles to all destinations
\$0.70		<b>MILEAGE COST FOR BUSES</b>
		Monitors: # of bus monitors (typically for ESE students, may leave blank if none needed)
	*	Hourly Rate for Monitors: to obtain cost see below* (may leave blank if none needed)
		<b>MONITOR COST FOR BUSES</b>

\* When Bus Monitors are needed, they must be obtained by the DCPS contracted bus company (Paraprofessionals may not be utilized as "bus monitors"). The hourly rates for the Monitors are subject to change throughout the fiscal year. **The current hourly rate cost for bus monitors may be obtained by contacting the Transportation Department at 858-6220.**

		Estimated school bus cost for field trip
		Estimated total number of students attending field trip (from page 1)
		<b>Per student:</b> approximate school bus cost
		<b>Per student:</b> other costs such as admission, lunch purchase, fees, etc.
		<b>Per student:</b> Total Cost
		<b>ROUNDED COST PER STUDENT:</b> Round-up to nearest quarter, e.g. \$5.62 = \$5.75

### COMPLETE ONLY IF USING "OTHER MODE OF TRANSPORTATION" (e.g. charter bus)

Explain all costs for transportation, admission, lunch purchase, fees, etc. and attach all quotes:

		<b>ROUNDED COST PER STUDENT:</b> Round-up to nearest quarter, e.g. \$5.62 = \$5.75
--	--	--

### Destination(s) Contact Form

Lead Field Trip Sponsor: \_\_\_\_\_ Sponsor's Cell phone: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_

**Destination 1:** \_\_\_\_\_

Approx. Time arriving at location 1: \_\_\_\_\_ Approx. Time departing location 1: \_\_\_\_\_

Destination Address: \_\_\_\_\_

\_\_\_\_\_

Destination Contact: \_\_\_\_\_

Destination Phone: \_\_\_\_\_

**Destination 2:** \_\_\_\_\_

Approx. Time arriving at Location 2: \_\_\_\_\_ Approx. Time departing Location 2: \_\_\_\_\_

Destination Address: \_\_\_\_\_

\_\_\_\_\_

Destination Contact: \_\_\_\_\_

Destination Phone: \_\_\_\_\_

**Destination 3:** \_\_\_\_\_

Approx. Time arriving at Location 3: \_\_\_\_\_ Approx. Time departing Location 3: \_\_\_\_\_

Destination Address: \_\_\_\_\_

\_\_\_\_\_

Destination Contact: \_\_\_\_\_

Destination Phone: \_\_\_\_\_

**Destination 4:** \_\_\_\_\_

Approx. Time arriving at Location 4: \_\_\_\_\_ Approx. Time departing Location 4: \_\_\_\_\_

Destination Address: \_\_\_\_\_

\_\_\_\_\_

Destination Contact: \_\_\_\_\_

Destination Phone: \_\_\_\_\_

## Step 3 - BUS REQUEST FORM-FIELD TRIPS

**ContractorName:** \_\_\_\_\_ **Trip Date:** \_\_\_\_\_

All Trip information must be **EMAILED** to the Contractor's Trip Coordinator at least one (1) week before the trip.

\*\*\*\*\* Please fill out the top portion of the this form completely to ensure the success of your request.\*\*\*\*\*

<b>Today's Date:</b> _____	<b>Voucher #</b> _____
<b>Organization:</b> _____	<b>Address:</b> _____
<b>Grade Level/Dept.</b> _____	_____
<b>Contact Person:</b> _____	<b>Phone Number :</b> _____
<b>Email Address:</b> _____	

<b>Destination #1:</b> _____	<b>Address:</b> _____	
<b>Destination #2:</b> _____	<b>Address:</b> _____	
<b>Departure Time:</b> _____	<b>Sponsor Cell #</b> _____	
<b>Number of Buses:</b> _____	<b>Regular Bus:</b> _____	<b># Of Riders</b> _____
	<b>ESE Bus:</b> _____	<b>Attendant Needed:</b> _____
<b>Return Time:</b> _____	<b>Wheelchairs:</b> _____	<b>ESE Walk-ons</b> _____

**Return Time is the time the bus will be back at the school.**

**Special Instructions:** \_\_\_\_\_

### CONFIRMATION (Contractor Use Only)

\*\*\* We are **NOT** able to provide the service you requested.

**Declined by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

✓✓✓ We **will** provide service at this time:

**Confirmed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

✓ The above information has been logged and confirmed. You will receive the bus(s) requested on the date requested

✓ If for any reason you need to **Cancel** your bus request Monday - Friday, please call **and** email your cancellation at least 2 hours **Prior** to trip departure time. If you need to **Cancel** for a weekend trip, please call **and** email cancellation 24 hours **Prior** to trip.

✓ **If you fail to cancel your field trip and the bus is on site, there is a cancellation fee of one (1) hou based on the hourly field trip rate.**



# Parent/Guardian Consent Form and Indemnity Agreement (Step 4)

In or a Surrounding County Field Trip  
(Duval, Baker, Bradford, Clay, Nassau, St. Johns or Union)

Teacher / Class / Group: \_\_\_\_\_

will be attending a field trip to \_\_\_\_\_

Departing on \_\_\_\_\_ at \_\_\_\_\_:\_\_\_\_am / pm  
(date) (time leaving school) Returning on \_\_\_\_\_ at \_\_\_\_\_:\_\_\_\_am / pm  
(date) (estimated time back at school)

Lunch Info/Instructions: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_ **Total Cost per Student: \$** \_\_\_\_\_

Total Volunteer Chaperones needed for field trip: \_\_\_\_\_ (= \_\_\_\_\_ Male + \_\_\_\_\_ Female) Cost per Chaperone: \$ \_\_\_\_\_  
(Not all trips require multiple-gender chaperones. "n/a" in parentheses () above indicates multiple-genders are not required or numbers indicate amounts needed.)

Payment Instructions: \_\_\_\_\_ **Return with payment no later than** \_\_\_\_\_ \*  
\*Refunds may not be issued after this date.

Other Information and/or Instructions:

Please Print:  
 (Parent/Guardian) \_\_\_\_\_, grant permission for (Student) \_\_\_\_\_  
 to participate in the field trip as stated above for supervised activities, and agree to release and discharge the School Board of Duval County, Florida, its officers, agents and employees, exercising reasonable care within their scope of employment, from liability growing out of personal injuries and property damage resulting or occurring during the afore mentioned activities, or in transit to and from said activity. EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I give permission for my child to receive medical treatment. In case of an emergency, please contact:

1<sup>st</sup> Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 (print name)

Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Home #: \_\_\_\_\_

2<sup>nd</sup> Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 (print name)

Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Home #: \_\_\_\_\_

If the student needs medication during the field trip, a *Permission for Administration of Medication* form must be completed and brought to the school with the medication by the parent/guardian a minimum of two school days prior to the field trip date. A blank form may be obtained from the student's teacher or the school's front office.

**As Parent or Guardian, I agree to all of the above stated considerations and conditions:**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature required)

Person interested in serving as **Volunteer Chaperone** during this trip: \_\_\_\_\_ \*\*  
 (print name)

Relationship to student: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

**\*\*Person interested in participating as a Volunteer Chaperone must be an "approved" volunteer with the District prior to the field trip date.**  
 If he/she has not applied to be a volunteer within the last two years, he/she may do so via the internet at [www.duvalschools.org](http://www.duvalschools.org).



# Parental/Guardian Consent Form and Indemnity Agreement (Step 4A)

## Out-of-County Field Trip

Teacher / Class / Group: \_\_\_\_\_

will be attending a field trip to \_\_\_\_\_

Departing on \_\_\_\_\_ at \_\_\_\_\_:\_\_\_\_am / pm  
(date) (time leaving school) Returning on \_\_\_\_\_ at \_\_\_\_\_:\_\_\_\_am / pm  
(date) (time back at school)

Lunch: **(drop down menu)** Other: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_ **Cost per Student: \$** \_\_\_\_\_ \*Refunds may not be issued after the date below.

Payment Instructions: \_\_\_\_\_ **Return form with payment no later than** \_\_\_\_\_ \*  
\*Payments received after this date may not guarantee your child's participation in the field trip.

(Parent/Guardian Name) \_\_\_\_\_, grant permission for (Student Name) \_\_\_\_\_ to participate in the field trip as stated above for supervised activities, and agree to release and discharge the School Board of Duval County, Florida, its officers, agents and employees, exercising reasonable care within their scope of employment, from liability growing out of personal injuries and property damage resulting or occurring during the afore mentioned activities, or in transit to and from said activity. In the event of an emergency, I give permission for my child to receive medical treatment.

A "Medical Release Form" must be completed, signed, and taken on the field trip for each student during an out-of-county field trip. **Students who do not have a completed and signed Medical Release Form on the day of the field trip will not be able to attend the field trip and a refund may not be provided.**

If the student needs medication during the field trip, a *Permission for Administration of Medication* form must be completed and brought in by the parent/guardian (with the medication) a minimum of two school days prior to the field trip date. A blank form may be obtained from the Teacher or front office.

As Parent or Guardian, I agree to all of the above stated considerations and conditions:

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature)

Cut here and keep bottom "Field Trip Reminder" portion.

Field Trip Reminder



Student: \_\_\_\_\_ Approx. \_\_\_\_\_ Chaperone Volunteer(s) will be needed.

Teacher / Class / Group: \_\_\_\_\_

will be attending a field trip to \_\_\_\_\_

Departing on \_\_\_\_\_ at \_\_\_\_\_:\_\_\_\_am / pm Returning on \_\_\_\_\_ at \_\_\_\_\_:\_\_\_\_am / pm Lunch:

**(drop down menu)** Other: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_ **Cost per Student: \$** \_\_\_\_\_ \*Refunds may not be issued after the date below.

Payment Instructions: \_\_\_\_\_ **Return form with payment no later than** \_\_\_\_\_ \*

\*Payments received after this date may not guarantee your child's participation in the field trip.

**Important:** A *Medical Release Form* is required for each student on out-of-county field trips. Also, if the student needs medication during the field trip, a *Permission for Administration of Medication* form must be completed and brought in by the parent/guardian (with the medication) a minimum of two school days prior to the field trip date. This blank form may be obtained from the school.



# Medical Release Form (Step 5A)

## Out-of-County Field Trip

Please clearly print information, sign below, and return with Parent/Guardian Consent form.

Student: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Field Trip: \_\_\_\_\_

Field Trip Departure Date: \_\_\_\_\_ Field Trip Return Date: \_\_\_\_\_

In the event of a medical emergency, I give permission to School Board Personnel to authorize whatever treatment is necessary and I will accept liability for payment of any bills related to the treatment.

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Effective Dates: \_\_\_\_\_

Policy Holder Name: \_\_\_\_\_

List any medical issues or special needs below, in addition, please note that a *Permission for Administration of Medication* form must be completed in order for any DCPS personnel to be authorized to administer any medication to a student.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In case of emergency:

1<sup>st</sup> Emergency Contact (please print): \_\_\_\_\_

Cell:   ( )   Home:   ( )   Work:   ( )  

2<sup>nd</sup> Emergency Contact (please print): \_\_\_\_\_

Cell:   ( )   Home:   ( )   Work:   ( )  

3<sup>rd</sup> Emergency Contact (please print): \_\_\_\_\_

Cell:   ( )   Home:   ( )   Work:   ( )  

**As Parent or Guardian, I agree to all of the above stated considerations and conditions.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Permission for Administration of Medication (Step 5)

### **IMPORTANT REQUIREMENT:**

All medications must be physically brought to the school office by the Parent/Legal Guardian. (No medication may be handed to school personnel by a minor child.)

---

### Prescribed Medication

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ School: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Doctor: \_\_\_\_\_

Prescription Number: \_\_\_\_\_ Date of Prescription: \_\_\_\_\_

I, \_\_\_\_\_, grant permission for the principal or the principal's designee  
 (Parent/Legal Guardian)  
 to assist in the administration of prescribed medication for my child/legal ward, \_\_\_\_\_  
 (Student)

I certify that the prescribed medication is in its original container and that it is necessary, according to my doctor's instructions, for this medication to be provided during the school day, including when my child is away from school property on official school business. I understand that this medication will be given only according to the directions on the label as prescribed by the doctor. I further understand that it will be my responsibility to pick up any unused medication, within 30 days at the end of the school year.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)

---

### Non-Prescription (Over-the-Counter) Medication

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Weight: \_\_\_\_\_

School: \_\_\_\_\_

I request that my child/legal ward, \_\_\_\_\_, be given external and/or internal medication identified below during the school day, including when my child is away from school property on official school business. I will provide the medication in its original container. I understand that such medication will be given only according to the following directions:

Medication: \_\_\_\_\_ Amount: \_\_\_\_\_ When: \_\_\_\_\_  
 (Directions from the parent/guardian may not exceed the medication instructions on the label.)

Date Medication to be Discontinued: \_\_\_\_\_

Further, I agree to waive any claims of liability that may arise against any school personnel relative to the administration of medication to my child according to these directions.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)



## Bag Lunch Request Form (Step 7)

In or a Surrounding County (Duval, Baker, Bradford, Clay, Nassau, St. Johns or Union)

**Submit, even if NO bag lunches are needed,** to Cafeteria Mgr **two weeks prior to** field trip date. All Students (PAID, REDUCED, and FREE) can order a bag lunch for a field trip. All lunches must be paid for and accounted for when they are picked up by the student AND the teacher.

FIELD TRIP Date: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Teacher: \_\_\_\_\_

Room #: \_\_\_\_\_

- Check this box if **NO** bag lunches are needed:
- Total number bag lunches: \_\_\_\_\_ (list students below and use another form if needed)

	Student ID Number	Student LAST Name	Student FIRST Name	Student Pick-up Lunch
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**Teacher:** Provide a cooler for lunches to be placed in. Return Accountability Roster after the field trip.

**Cafeteria Manager:** This form and the Accountability Roster, checked-off on the field trip, must be maintained with your daily reports.

## Bag Lunch Request Form ~ OUT-of-County Field Trip (Step 7A)

**Submit, even if NO bag lunches are needed, to Cafeteria Mgr three weeks prior to field trip date.** All Students (PAID, REDUCED, and FREE) can order a bag lunch for a field trip. All lunches must be paid for and accounted for when they are picked up by the student AND the teacher.

FIELD TRIP Date: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Teacher: \_\_\_\_\_ Room #: \_\_\_\_\_

Check the box if **NO** bag lunches are needed:

Total number bag lunches: \_\_\_\_\_ (list students below)

	Student ID Number	Student LAST Name	Student FIRST Name	Student Pick-up Lunch
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				

**Teacher:** Provide a cooler for lunches to be placed in. Return Accountability Roster after the field trip.

**Cafeteria Manager:** This form and the Accountability Roster, checked-off on the field trip, must be maintained with your daily reports.







## Volunteer Attendance on Field Trip Form (Not a Chaperone) (Step 10)

Field Trip: \_\_\_\_\_ on \_\_\_\_\_ (date)

The following identifies requirements, responsibilities, and expectations for a Volunteer to accompany students on Duval County Public Schools field trips. Please review, sign, and return to the teacher as soon as possible.

1. Volunteer attendance on field trips is to be in accordance with the School Board policy 9.63 "School Volunteers/Screening Process."
2. Volunteers must be 21 years of age and are **required to complete a volunteer application and be approved** by the District **prior to the field trip**. The application may be found at [www.duvalschools.org](http://www.duvalschools.org)
3. Volunteers are **not** to supervise students unless they have signed the Volunteer ***Chaperone*** Responsibility Form.
4. Absolutely no other children except for the DCPS students in a participating class or group may attend the field trip. Volunteers may not bring another child on the field trip that does not comply with this guideline.
5. Volunteers are to provide their own transportation then gather at the field trip destination.
6. Volunteers are to IMMEDIATELY report ANY PROBLEMS directly to the teacher/school employee present during the field trip.
7. Volunteers are **not** allowed to provide or administer any medications (over-the-counter or prescription) to students. Medications will only be administered to students by school employees in accordance with the School Board Policy 5.62 "Administration of Medication."
8. No tobacco or alcoholic beverages are permitted during the field trip.

I agree to adhere to the above requirements, responsibilities, and expectations and I have completed the Duval County Public Schools Volunteer Application within the last two years from the date below.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

Cost per Volunteer \$ \_\_\_\_\_

\_\_\_\_\_  
Print Name (as listed on DCPS Volunteer Application)

**Return this form with payment no later than** \_\_\_\_\_

To be completed by school's Volunteer Liaison; sign and date where applicable:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Need Application: \_\_\_\_\_ Date: \_\_\_\_\_



# Student Return-Transport Release Form (Step 11)

I, \_\_\_\_\_, will take full responsibility for my child,  
(Parent/Guardian Name)

\_\_\_\_\_, **at the end** of the \_\_\_\_\_  
(Child Name) (Field trip / Event destination or description)

field trip/ event on \_\_\_\_\_. I will be responsible for the supervision and transportation of my  
(Date of field trip)

Child at the conclusion of the field trip / event. I release the Duval County School Board, ALL of its employees, and the bus contactor from any liability for my child.

\_\_\_\_\_  
Parent/Guardian Signature Date \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature Date \_\_\_\_\_

\_\_\_\_\_  
Principal Signature Date \_\_\_\_\_  
or Principal's Designee (if Principal is unavailable)

**THE DUVAL COUNTY SCHOOL BOARD  
APPLICATION FOR ABSENCE OF ALL PERSONNEL FROM REGULAR WORK LOCATIONS (Step 12)**

NAME \_\_\_\_\_ R/C# \_\_\_\_\_ DATE \_\_\_\_\_  
(Please Print)

PIN: \_\_\_\_\_ POSITION \_\_\_\_\_

**LEAVE USED:** Check appropriate item

SICK \_\_\_\_\_ ANNUAL \_\_\_\_\_ PERSONAL \_\_\_\_\_ TDE \_\_\_\_\_ LEAVE W/O PAY \_\_\_\_\_ PROFESSIONAL \_\_\_\_\_

ILLNESS/INJURY \_\_\_\_\_ ORIGINAL DATE OF INJURY \_\_\_\_\_ COURT/JURY \_\_\_\_\_ MILITARY \_\_\_\_\_

SICK LEAVE POOL \_\_\_\_\_ OTHER \_\_\_\_\_

DATES	LEAVE USED	/ #HRS	FROM	TO
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reason or explanation: \_\_\_\_\_

If requested Sick Leave is not for employee, complete this section:

Illness \_\_\_\_\_ Or Death \_\_\_\_\_ of relative/member of household Relationship to Employee \_\_\_\_\_

Name of relative \_\_\_\_\_ Address of relative \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

AUTHORIZED SUPERVISOR \_\_\_\_\_

Approve only the available balance of requested type leave. Otherwise charge as:

Authorized Leave Without Pay  
 Unauthorized Leave Without Pay

**Directions for filing leave requests:**

- This form is designed for "short term" absences and must be filed when an employee is absent from his/her regular duties. All requests should be routed through the appropriate supervisor and "original" (white copy) sent to the Payroll Office.
- Employees are required to furnish such information and additional documentation as may be needed based upon current School Board policies and bargaining agreements. (e.g. doctor's statements, subpoenas, death notices, military orders, etc.)
- Consecutive number of Sick Leave days used requiring a doctor's statement is dependent upon current School Board policy and bargaining agreements. The doctor's statement should state the length of time.

**Special Notes**

- Sick – For illness of employees or others (based upon School Board policy and bargaining agreements).
- Annual – Allowed number of days used per year based upon School Board policy and bargaining units.
- Personal – Limits set by policy and bargaining agreements. Leave used reduces the available Sick Leave balance.
- TDE – Required approval based upon School Board policy.
- LWOP – Allowed number of days used per year based upon School Board policy and bargaining agreements.
- Professional – Allowed number of days used based upon School Board policy and bargaining agreements.
- Illness/Injury (Line of Duty) and corresponding date; Doctor's Statement required.
- Court/Jury – Proof of attendance required.
- Military – Copy of orders required (must be sent through Personnel Division for approval).
- Sick Leave Pool – Eligibility based upon School Board policy and bargaining agreements.

**FOR OFFICE USE ONLY**

Original - Accounts Payable or Internal  
 Accounts Pink Copy - Contractor  
 Goldenrod Copy - Transportation Business  
 Office  
 Blue Copy - Internal Auditing

DUVAL COUNTY PUBLIC SCHOOLS  
 UNIVERSAL FIELD TRIP EXPENSE VOUCHER (Step 13)

UV000000

Section I -- General Information

School: \_\_\_\_\_ School #: \_\_\_\_\_ Date of Trip: \_\_\_\_\_  
 Class or Group: \_\_\_\_\_ # of Students: \_\_\_\_\_  
 Bus #: \_\_\_\_\_ Bus Driver's Name: \_\_\_\_\_ Attendant's Name: \_\_\_\_\_  
 R/C #: \_\_\_\_\_ Fund #: \_\_\_\_\_ Function #: 7800 Object : 310  
 Purpose: \_\_\_\_\_ Bookkeeper's Phone Number: \_\_\_\_\_

Section II -- Trip Mileage/Time Begins and Ends at the Place of Pickup/Return

Trip Departure Date: \_\_\_\_\_ Trip Return Date: \_\_\_\_\_  
 Trip Beginning Odometer: \_\_\_\_\_ Trip Beginning Time: \_\_\_\_\_  
 Site Arrival Odometer: \_\_\_\_\_ Site Arrival Time: \_\_\_\_\_  
 Last Site Departure Odometer: \_\_\_\_\_ Last Site Departed Time: \_\_\_\_\_  
 Trip Ending Odometer: \_\_\_\_\_ Return Arrival Time: \_\_\_\_\_  
 Total Trip Miles: \_\_\_\_\_ Total Trip Time: \_\_\_\_\_

FIELD TRIP SITE ITINERARY (MUST BE COMPLETED)

Site #1: \_\_\_\_\_ Site #3: \_\_\_\_\_  
 Site #2: \_\_\_\_\_ Site #4: \_\_\_\_\_

(Movement between sites 1-4 is considered single sites for item A and B in Section III)

Comments: \_\_\_\_\_

SAMPLE

Sponsor's Verification Signature: \_\_\_\_\_

Section III -- Funding

OPTION I

DISTRICT CONTRACTOR

VOUCHER  
 DO NOT  
 USE

A. All field trips at per-hour rate: \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 (Sixteen hours per day maximum)  
 B. All field trips at per-mile rate: \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 C. Bus Attendant Hours: \_\_\_\_\_  
 (Must be pre-approved)  
 D. Meals for Quoting Field Trips:  
 Breakfast \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 Lunch \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 Dinner \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 (\$30.00/day maximum per driver/attendant) (Receipts Required)  
 E. Other Expenses: \_\_\_\_\_ = \$ \_\_\_\_\_

Total Field Trip Costs: \$ \_\_\_\_\_

OPTION II

Contracted Provider (Common Carriers)  
 Amount agreed for service: \$ \_\_\_\_\_

I will provide services for the amount agreed.

I hereby certify that I accept the quoted price and conditions for this trip.

Contracted Provider's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Section IV -- Certification

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Contractor FIN: \_\_\_\_\_ Vendor #: \_\_\_\_\_

Verified by \_\_\_\_\_ Approved by: \_\_\_\_\_  
 Bookkeeper's Signature Date Principal's Signature Date

## UNIVERSAL FIELD TRIP EXPENSE VOUCHER INSTRUCTIONS

### Section I -- General Information

School - Name and school number.

Date of Trip - Month, day and year of trip.

Class/Group - Grade level, section or type group, (i.e. 5th grade, football team, work program, etc.).

Number of Students - Total number of students on this bus.

Bus # - Number of the bus.

Bus Driver and Attendant - Name of the bus driver and attendant (if applicable). NOTE: Attendants employed by the bus contractor are required if a special needs ESE student is transported on an ESE bus.

Fund Center - The school's responsibility center number.

Fund - The fund number will be 10000 unless the trip is funded from Federal Funds. Federal Funds are a District expense NEVER Internal Accounts.

Function - The function will be 7800. (NOTE: For special projects, contact project manager for function codes other than 7800)

Transaction Code/Commitment Item - The object will be 310.

Purpose - Reason for trip.

Destination Sites - Brief itinerary of where group is going.

Section II -- Trip Mileage, Begin and End Times, and Itinerary. (THIS SECTION MUST BE COMPLETED BY THE TRIP SPONSOR FOR THE FIELD TRIP AUDIT.) Mileage - Trip Departure Date is the date the trip begins and the Trip Return Date is the date the trip ends.

Trip Beginning Odometer is the odometer reading at the school center.

Site Arrival Odometer is the odometer reading at site (1st site in multi-site field trip).

Last Site Departure Odometer is the odometer reading at site, prior to return to school center.

Trip Ending Odometer is the odometer reading when bus returns to school center. (NOTE: If the bus leaves field trip site, only the odometer reading to site and return from site can be claimed. This action must be recorded in the "Comments" section of the voucher by the Trip Sponsor.)

Enter the Total Trip miles.

Time - Beginning Time is the time requested for the bus to arrive at the school center, usually ten (10) minutes prior to loading. If the bus arrives late to the pickup point, compensation begins at the time the bus arrived.

Site Arrival is the time arrived at the site.

Last Site Departed Time is the time leaving the site directly for the school (last site in multi-site field trip).

Return Arrival Time is the time arrived at the school center.

Total Trip Time - Total time the driver is employed for trip. (NOTE: If driver drops off the group and leaves the site, then returns at pickup time, only the time on site may be claimed by the driver for payment purposes.) The sponsor must make a record of the driver's time on-site in the "Comments" section of the voucher in order to validate the drivers on-site hours.

Field Trip Site Itinerary - List site locations in these slots for multi-site trip. (MUST BE COMPLETED.)

Comments and Sponsor's Verification Signature - Sponsor verifies the accuracy of information listed in Section II. (Please add comments in this section or use an attachment if necessary.)

Section III -- Funding Field trips may be paid via a Purchase Order using District funds from the school's budget, or via a Purchase Approval/Check Requisition Form using the school's Internal Accounts. Common Carriers may ONLY be used when all Duval County Contractors decline to provide service.

Source of Funds - Place a check mark in the appropriate box. If the trip is paid from Internal Account funds, insert the Check Number and the Purchase Requisition Number. Keep voucher with your Request for Purchase Approval and Check Requisition Form. If the trip is to be paid for by "Other Department," for example: Community Education, Title I, Magnet, etc., place a check mark in the appropriate box and write the program name.

Option I Line A - Insert the Total Trip Time (NOTE: One (1) hour minimum). The compensation is paid in 15-minute increments after the first hour. Multiply that number by the per hour rate for the driver and/or attendant to get the dollar amount for total time. (Sixteen hours per day maximum.)

Line B - Insert the Total Trip Miles. Multiply that number by the per mile rate to get the dollar amount for the total miles. Total miles are paid in mileage tenth increments (.1, .2, .3, etc.) for any distance less than one mile.

Line C - A Contractor's bus attendant is required when a student is in a wheelchair or needs special assistance. The compensation is paid in 15-minute increments after the first hour. (Attendant compensation time starts and stops at the school center, based on the agreed time.

Line D - General Rule for Overnight Travel Only: The Contractor shall be compensated for the actual cost of meals up to \$30 a day, documented by original receipts, provided to the trip sponsor before the end of the trip.

(1) Breakfast: When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.

(2) Lunch: When travel begins before 12:00 noon and extends beyond 2:00 p.m.

(3) Dinner: When travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignments.

(4) The individual meal allowance may not be claimed for a day of travel if subsection (a) applies for that day.

(a) Restriction: No reimbursement is authorized for any meal which is made available without specific charge. Hour of departure and hour of return must be shown for all travel.

Option II Source of Funds - Place a check mark on the appropriate line. If the trip is paid from Internal Account funds, insert the check number and keep with your Request for Purchase Approval and Check Requisition Form. If a trip is paid by "Other Department," for example Community Education, Title I, Magnet, etc., place a check mark on the appropriate line and write the program name on the line provided. The payment amount of a Contracted Provider (Common Carrier) is a negotiated price between the school principal and the carrier. If using a Contracted Provider (Common Carrier such as Annett Bus Lines, Greyhound, etc.) use the list distributed by Transportation and approved by Risk Management. If there are other local school bus contractors that are not Contracted Providers, approval must be secured from Transportation/Risk Management before contracting with that company. (NOTE: The Contracted Provider's signature verifies the amount agreed upon for the requested service. The Principal's signature indicates that the principal agrees to pay the amount quoted by the Contracted Provider for this trip.)

### Section IV -- Payment Certification

Insert the name, address, vendor number and FIN of the contractor. The Bookkeeper's signature verifies the accuracy of the information recorded on the form by the Trip Sponsor. The Principal's signature approves payment of the field trip.

For District funds use, make sure to enter your Purchase Order Number, Goods Receipt Number and Ticket Number on this form. This will help Accounts Payable pay the vendor in a prompt manner. Send the original, completed form to Accounts Payable, 2nd Floor, 1701 Prudential Drive (#3001).

For Internal Account Funds, follow the prescribed Internal Accounting procedures to make payment.

### Field Trips Paid by Booster Organizations

Please see SCHEDULING AND PAYMENT OF FIELD TRIPS SPONSORED BY BOOSTER ORGANIZATIONS AND OTHER NON-SCHOOL ORGANIZATIONS procedures for required processing of these field trips.

**IMPORTANT: THE GOLDENROD COPY IS TO BE CALCULATED AND FORWARDED TO THE TRANSPORTATION BUSINESS OFFICE IMMEDIATELY FOLLOWING COMPLETION OF THE FIELD TRIP.**

# Classroom and/or Group Information Sheet (Step 14)

In or a Surrounding County (Duval, Baker, Bradford, Clay, Nassau, St. Johns or Union)

Field Trip: \_\_\_\_\_ Date of trip: \_\_\_\_\_

Teacher: \_\_\_\_\_ Room number: \_\_\_\_\_

If attending field trip, Teacher's Cell phone: \_\_\_\_\_ (confidential, emergency use only)

**This completed information sheet is to be placed on top of all the classroom student's signed Parent/Guardian Consent Forms and all the signed Volunteer Chaperone Responsibility forms, band together, and placed in the above teacher's mailbox before leaving for the field trip.**

**\*Approved Chaperones attending field trip with Cell phone** (all cell numbers are confidential and for emergency use only):

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

**\*Students who are at school (NOT attending field trip):**

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

**\*Students who are absent (NOT at school or attending field trip):**

Student: \_\_\_\_\_ Student: \_\_\_\_\_

Student: \_\_\_\_\_ Student: \_\_\_\_\_

Student: \_\_\_\_\_ Student: \_\_\_\_\_

Student: \_\_\_\_\_ Student: \_\_\_\_\_

\*If more space is needed, use the back of this form.

**Classroom and/or Group Information Sheet**  
**OUT-of-County Field Trip (Step 14A)**

Field Trip: \_\_\_\_\_ Date of trip: \_\_\_\_\_

Teacher: \_\_\_\_\_ Room number: \_\_\_\_\_

If attending field trip, Teacher Cell phone: \_\_\_\_\_ (confidential, for emergency use only)

**This completed information sheet is to be placed on top of all the classroom student's signed Parent/Guardian Consent Forms and all the signed Chaperone Volunteer Responsibility forms, then rubber band together, and placed in the above teacher's mailbox before leaving for the field trip.**

**Approved Chaperones attending field trip with Cell phone** (all cell numbers are confidential and for emergency use only):

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

Chaperone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Students who are NOT attending the field trip and are at school:**

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

Student: \_\_\_\_\_ w/Teacher: \_\_\_\_\_ Rm # \_\_\_\_\_

**Students who are Absent:**

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

Student: \_\_\_\_\_

## **Field Trip—Out-of-Cafeteria Meals SOP**

### **Important Notes for Teachers and Cafeteria Employees:**

- A cafeteria employee must provide a Field Trip Bag Lunch Request form (page 3) to the teacher for field trip days. This form must be completed and returned by the teacher to the cafeteria employee at least two weeks prior the field trip date. Returning this form by the requested date will assist cafeteria employees planning and preparing Field Trip meals.
- The cafeteria employee must provide a Field Trip Temperature Log (page 4) and a thermometer to the teacher on the field trip day. The teacher must return the completed, signed, and dated Field Trip Temperature Log and the thermometer to the cafeteria employee at the end of the Field Trip day.
- The teacher must provide a cooler where lunches and the thermometer are to be placed in. Lunches must be placed in the cooler immediately as the students go through the POS.
- The cafeteria manager must verify that all pertinent Field Trip documentation is completed and filed with the end of day paperwork for the field trip date. This documentation includes the completed Field Trip Bag Lunch Request form, the completed and signed Field Trip Temperature Log, and the Field Trip Lunch Recipe.

### **Counting and Claiming Procedures**

- The cafeteria will prepare each lunch according to the Field Trip Bag Lunch Recipe.
- All Field Trip meals are non-OVS (Offer vs. Serve). A unitized bag lunch is provided to each student that wishes to participate. This program is applicable at all DCPS sites.
- These lunches will contain 4 components plus each student will be given a choice of milk.
- Each student requesting a field trip lunch as recorded on the Field Trip Bag Lunch Request form provided to the teacher by the cafeteria employee will proceed to the cafeteria to pick up the lunch.
- A cafeteria employee will provide a thermometer and a Field Trip Temperature Log for the cooler which must be used to take the temperature of the milk before distribution.
- Cashier ensures each student has a reimbursable meal prior to claiming by using the completed Field Trip Bag Lunch Request form from the teacher.
- The Student's ID card or number is entered at the POS at the end of the serving line.
- The student is verbally identified by name at the POS.
- The "And Justice for All" poster will be posted and visible in the area where the students are receiving the meal.
- The completed Field Trip Bag Lunch Request form and completed Field Trip Temperature Log must be filed with the End of Day paperwork for that date.
- The cafeteria manager is always responsible for verifying that the Field Trip Out-of-Cafeteria Meals Procedures are followed accurately and that all field trip pertinent documentation is filed properly.

### Field Trip Bag Lunch Request Form

All students can order a bag lunch for a field trip. Lunches must be placed in a cooler before leaving the cafeteria. All students (Free, Reduced and Paid) can order a sack lunch for a Field Trip.

Date of trip \_\_\_\_\_

Homeroom Number # \_\_\_\_\_ Teachers Name \_\_\_\_\_

Date requested Bag Lunches \_\_\_\_\_  
(Must be at least two weeks prior to the trip)

School Name \_\_\_\_\_ School # \_\_\_\_\_

Student ID # \_\_\_\_\_ Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Manager/Employee Verifying Meals

## Field Trip Temperature Log (Step 15)

School Number \_\_\_\_\_ School Name \_\_\_\_\_

Teacher \_\_\_\_\_ Date of Field Trip \_\_\_\_\_

State Policy dictates that we must keep milk and food cold while attending field trips. We would ask that you keep the lunches and milk in coolers until service time. Please record the temperature of the cooler just before service. Please return this log and the thermometer to the cafeteria or place in the cafeteria manager's mailbox. We appreciate your cooperation.

Your cafeteria manager can demonstrate how to take temperatures properly.

Item	Temperature	Printed Name and Initials of Adult taking Temps

Cafeteria Manager sign when returned	Date returned

Prior to departing EVERY location, take attendance. A number may be assigned to each student and chaperone, then a "call-off" procedure may be utilized to expedite the attendance process.

**FIELD TRIP ATTENDANCE (Step 16)**

	<b>Last Name</b>	<b>First Name</b>	<b>Chaperone Group</b>	<b>Class</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
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<b>9</b>				
<b>10</b>				
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<b>33</b>				

FIELD TRIP ATTENDANCE (Step 16)

	<b>Last Name</b>	<b>First Name</b>	<b>Chaperone</b>	<b>Class</b>
<b>34</b>				
<b>35</b>				
<b>36</b>				
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<b>68</b>				
<b>69</b>				

## FIELD TRIP ATTENDANCE (Step 16)

	<b>LastName</b>	<b>FirstName</b>	<b>Chaperone Group</b>	<b>Class</b>
<b>70</b>				
<b>71</b>				
<b>72</b>				
<b>73</b>				
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