

FIELD TRIP POLICY

Field trips are an integral part of the PCEP, which extend learning beyond the classroom. The following policies have been developed to ensure a uniform procedure, to establish a coordinated standard of safety, and to provide a meaningful experience for all students.

Transportation will be provided by carpool or by school bus. **An adult representative from each family is expected to provide transportation for at least two (2) field trips per child per year.** If circumstances render you unable to drive, you must contact your Parent Coordinator by September 30th of that year to make other arrangements.

Options for fulfilling the transportation requirement include volunteering and being selected to:

- Drive a carpool.
- Be a carpool back-up driver for a field trip when a back-up driver is deemed necessary by the Field Trip Coordinator.
- Seek a substitute driver from the classroom drivers list to drive for you.
- Chaperone on a field trip when deemed necessary by the teacher.

Chaperones will be included if expense, space, and necessity for supervision is determined to be appropriate by the teacher and Field Trip Coordinator. Chaperones will be informed before the trip if their costs (ticket price, etc.) are covered or if they must cover their own expenses. Students may have the opportunity to purchase mementos. This will be at the discretion of the teacher, who will notify parents prior to the trip.

Parents may be asked to transport their own child(ren) when the Field Trip Coordinator is unable to find enough drivers for a field trip. This will be used only as a *last resort* when all other options have failed.

Field trips are an extension of the classroom and therefore, all school rules apply. Explicit permission from the teacher is needed prior to using any electronic media including but not limited to: iPods or other digital music players, students' cell phones, cameras, electronic games, and in-car DVD players.

A. ADULT RESPONSIBILITIES

1. Keep carpool students with you at all times, including escorting them to the restrooms. Never leave any students unattended.
2. Maintain order and encourage appropriate behavior both in the car and at the facility.
3. Communicate observed incidents of unsafe driving to your parent coordinator. The parent coordinator will share those concerns with the principal, who will address, if needed, the concern with that driver and document the conversation. The principal will then determine whether the driver will continue driving on field trips or fulfill his/her field trip requirement by chaperoning.
4. Provide a smoke-free, drug-free, weapon-free environment during the trip.

B. DRIVER REQUIREMENTS

1. Possess a valid Washington State driver's license and be 21 years of age or older.
2. Provide a current complete driver's abstract from the WA State Department of Licensing as specified by the school district. The abstract requirements are on the Maplewood Parent Page. Drivers must have an abstract on file that meets the District criteria or they may not drive on field trips.
3. Provide proof of liability insurance as specified by the school district. (\$100,000/\$300,000/\$50,000 Bodily Injury and Property Damage Liability and \$100,000/\$300,000 Underinsured Motorist and \$10,000 Personal Injury Protection or Medical Payments).
4. Use only a vehicle registered to the driver and on file at the school.
5. Ensure that each student uses a child restraint system (e.g., booster seat) as required by Washington State Law and/or a shoulder belt and headrest (or high seat back). The WA State Child Restraint Law can be found on the Maplewood Parent Page.
6. Ensure that students under 13 years old sit in the back seat where it is practical to do so.
7. Provide a vehicle in good working order with a full tank of gas and a spare tire.
8. Provide required driver and vehicle information to be kept on file at school.

C. DRIVER RESPONSIBILITIES

1. Notify the field trip coordinator immediately in the event of an illness or emergency which prevents you from fulfilling your obligation.
2. Drive directly to and from the field trip with NO SIDE TRIPS OR SPECIAL STOPS.
3. Follow speed limits and posted traffic instructions.
4. Arrive at or before the designated classroom meeting time to review the carpool packet.
5. Listen to classroom guidelines for the trip.
6. Walk students to the vehicle. Be certain ALL seatbelts are secured before driving.
7. Walk the students back to the classroom upon returning to school, being sure there is an adult/teacher to supervise the students in the room.
8. Carry carpool packets at all times. Return packets to the teacher.

9. Operate cell phones only in emergency situations.
10. Younger siblings of students may not attend field trips.

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