



WINCHESTER PUBLIC SCHOOLS
FIELD TRIP REQUEST FORM

File: IICA-R

The Field Trip Request form is to be submitted to the Transportation Coordinator two (2) weeks prior to the date of the trip, except in the case of:

- 1. Trips beyond Virginia and the immediate surrounding area including the Washington/Baltimore metropolitan area involving an overnight stay or longer should be submitted three weeks prior to the date of the trip. School Board will be notified of trip no later than next scheduled Board meeting.
2. Trips to destinations outside of the United States shall be approved by the School Board. These requests should be submitted no later than eight (8) weeks prior to travel.
3. All multi-day and out-of-country requests must be accompanied by a detailed travel schedule. Forms that are filled out incompletely or incorrectly will be returned.

School/Location of Bus Pick-up

Grade(s)

No. of Students

No. of Chaperones

Teacher(s) Participating

Teacher Contact Info: Phone #

Cell #

School Ext. #

Date(s) of Trip

Departure Time

Return Time

Place(s) to be visited w/ directions (out of town trips)

Type of Transportation Requested

- School Bus (How many?)
School Bus w/ wheelchair lift (Number of Wheelchairs)
Activity Bus
Mini Activity Bus
Charter Bus
Other

Relationship of Trip to Student Studies/Activity

Source of Trip Funding

(Record Code, Account Number, Line Item Name)

Signature of Trip Sponsor Date

Principal's Approval Date

For Central Office Use Only

Date Received

FOR USE WITH OUT-OF-COUNTRY REQUESTS ONLY

- Approved
Disapproved

Superintendent's Signature

DRIVER'S REPORT

Bus Number Odometer Readings (leave); (return); (total times)

Arrival Time Return Time Total Time
(5 minutes prior to departure time)

Driver's Signature



**WINCHESTER PUBLIC SCHOOLS  
FIELD TRIP PARENT/GUARDIAN PERMISSION FORM**

**This permission form is to be submitted for the following:**

1. Trips beyond Virginia and the immediate surrounding area including the Washington/Baltimore metropolitan area involving an overnight stay or longer.
2. Trips to destinations outside of the United States.
3. When a medical release has not been signed by a parent/guardian

Dear Parents and Guardians:

Field Trips are off-campus instructional activities. Field trips can provide excellent educational experiences for students by enriching the curriculum and by making classroom experiences more meaningful. A field trip has been planned for your child’s class or organization. During the field trip, all WPS policies and regulations apply. Please review the information about the trip listed below, sign the form and return the form to the school as soon as possible. Thank you.

School: \_\_\_\_\_ Class/Organization: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_ Destination/Location: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return time: \_\_\_\_\_ Type of Transportation: \_\_\_\_\_

Teachers Participating: \_\_\_\_\_

Relationship of Trip to Student Studies/Activity: \_\_\_\_\_

Student Name: \_\_\_\_\_ has my permission to participate in the field trip listed above.

**Medical Release:**

I hereby grant permission to obtain medical treatment for my child. I hereby authorize service by any doctor, dentist or hospital for the health and welfare of my child.

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

Parent/Guardian Phone Numbers – Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

## **PROCEDURES FOR FIELD TRIPS**

1. Field Trips must be of educational value.
2. Administrative responsibility for approving regular field trips rests with the school principal. Request should be submitted at least two weeks in advance, except in unusual situations. Two copies of the Field Trip Request Form should be submitted to the principal and approved before a staff member makes reservations or a commitment for the trip.
3. Overnight and out of state or out of the country trips are to be initially approved the school principal and forwarded to the Superintendent/designee for final approval. The principals will submit those requests to the Superintendent/designee at least eight weeks in advance of the trip except in unusual situations. If the principal is unable to comply with the eight-week notice, an explanation of the unusual situation must accompany the request. Principals should discuss overnight, out of state or out of country trips with the Superintendent/designee during the planning stages of those trips. Two copies of the Field Trip Request Form should be submitted to the Superintendent/designee and approved before the staff member makes reservations or a commitment for the trip.
4. Principals and the Superintendent/designee will ensure the following for all trips requiring Board review or approval: required/appropriate chaperone student ratio; appropriate resources allotted for students who are economically disadvantaged; alignment with curriculum needs/age appropriate; required/appropriate accommodations for students with disabilities.
5. Each trip shall be properly chaperoned (1 to 10 ratio) with at least one chaperone.
6. For overnight field trips, there must be two chaperones whose sex matches the sex mix of the students being supervised. If a WPS staff member of the needed sex is not available, a chaperone of the needed sex can be selected from an approved volunteer list. It should be communicated to the volunteer the expectation that they must adhere to all WPS employee policies and regulations including the prohibition for consumption of alcoholic beverages.

## **TRANSPORTATION PROCEDURES FOR FIELD TRIPS**

1. Only those students who are active members of the group for which a particular bus is authorized shall be permitted to ride that bus, except with written permission from the principal or his/her designee.
2. A separate request form must be filled out for each trip taken if each is taken on a different day.
3. The chaperone or trip sponsor will be responsible for knowing the route the bus must take to arrive at destination. Drivers will help when they can. Directions are needed for out-of-town trips.
4. Buses will not be assigned for groups of less than fifteen (15) in number with the exception of Special Education.
5. Privately owned cars may not be used for field trips. Parents of other non-school personnel may not drive for field trips.
6. If a trip is cancelled or postponed it must be rescheduled by submitting another Field Trip Request form.
7. It is the responsibility of the group taking the trip to leave the bus clean and remove personal items.

8. No eating or drinking is allowed on the bus unless it is necessary to maintain a time schedule.
9. At no time is the passageway to the emergency doors to be blocked.
10. No live animals are to be transported on school buses. No glass containers of any kind are permitted.

Adopted:

May 19, 2003; Revised August 15, 2003, June 10, 2011, February 23, 2015, February 6, 2016, January 10, 2019  
Feb. 4, 2020

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