INSTRUCTION

Procedures for Planning Instructional Field Trips, Athletic Trips, and Requests for Activity Buses

I. Definitions: In administering field trips, requesting activity buses, and for the understanding of this regulation, the following definitions shall be used:

A. **Field Trip** - Field trips are those trips that involve students leaving the grounds of the home school under teacher supervision whether motor transportation is used or not. Field trips must be based on educational reasons designed to reinforce or enhance the curricular program. The closest geographic location to meet the objectives of the field trip shall be selected.

B. **Athletic Trip** – Athletic trips are those trips that involve transporting student athletes and coaches to an athletic event.

C. **School-Sponsored Field Trip** - The school-sponsored field trip is one that is an outgrowth of the classroom or extracurricular activities. It has been planned as an integral part of the educational program (as opposed to a random, casual selection of opportunities) and is basically repeated from year to year as the learning activity with which it is planned is repeated, and the trip occurs during school hours.

D. **Extended Day Field Trip** - A school-sponsored field trip which is planned to extend beyond normal school hours, to take place after normal school hours, or to occur on days other than school days (Saturdays, Sundays, holidays) but not planned as an overnight trip.

E. **Overnight Field Trips** - A field trip in which lodging away from the students’ homes is required for completion of the trip.

F. **Metropolitan Washington Statistical Area** – The District of Columbia and suburban counties in Virginia, Maryland, and West Virginia. (Virginia: Arlington County, Clarke County, Culpeper County, Fairfax County, Fauquier County, King George County, Loudoun County, Prince William County, Spotsylvania County, Stafford County, Warren County, and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park. Maryland: Calvert County, Charles County, Frederick County, Montgomery County, and Prince George’s County. West Virginia: Berkeley County, and Jefferson County.)
G. **Non-School-Sponsored Trips** - A trip which may involve groups identifiable as students and/or teachers of Prince William County Public Schools, but the responsibilities for which (including scheduling, parental consents, liabilities, cost, and supervision) are assumed by individuals other than the Prince William County Public Schools System, its School Board, its administration, or its staff (see Section III). Any trip not approved by the building principal and the level associate superintendent is considered non-school-sponsored.

H. **Activity Bus** - Activity buses are used to transport students home after scheduled after-school activities.

II. **Scope** - This regulation is applicable to all trips planned and requests made for activity buses for students, whether they be elementary or secondary and whether they be curricular or extracurricular including athletic trips.

III. **General** - The following practices and procedures shall be followed in planning field trips:

   A. Whenever possible, county and district events shall be scheduled on weekends and on days and times when students will miss a minimum number of classes. To the extent possible, trips shall be planned during winter break, spring break, and at other times that minimize time missed from class. Coaches/sponsors shall seek cooperation from outside sponsoring agencies to have competitions or events scheduled on the weekends or holidays; e.g., Virginia High School League (VHSL), Virginia Music Education Association (VMEA), etc.

   B. Field trips shall be planned, presented, and approved at the beginning of the school year so that sufficient notification, scheduling, and fund-raising can occur. This planning shall include how students who cannot afford the trip will be allowed to attend. Field trips, using School Division buses, shall not be requested to occur after May 30 of each school year. This procedure allows time for billing and budget transfers involving transportation. Exceptions are:

   1. Academic competitions;
   2. Planetarium trips;
   3. Graduation ceremony support;
   4. Athletic events; and
   5. Rescheduled trips scheduled before May 30 but postponed by the agency/event being visited.
C. Each group scheduling field trips must schedule the number of trips so that no student misses more than two days of school per year. Level Associate Superintendents may approve trips of educational value which would result in exceeding the two-day limit. Out-of-school activities excluded from the two-day field trip limit are as follows:

1. Lyceum programs;
2. Elementary and middle school overnight trips to Prince William Forest Park;
3. All-county, regional and state band, orchestra, choral, robotics, and art events;
4. Model United Nations trips and competitions;
5. Planetarium visits;
6. Field trips taken on weekends or holidays; and
7. “Individual” academic competitions/awards in which students are successful (science fair competitions, math competitions, etc.).

D. The principal and appropriate level associate superintendent shall approve all field trips prior to any action taken with students to prepare for the trip. Swimming, boating, other water activities, and skating are strictly prohibited in school-sponsored field trips, and requests of this nature shall not be approved except those trips involving water activities that are strictly and solely of an athletic or instructional nature; e.g., varsity crew, varsity swimming, Chesapeake Bay Foundation, etc. Such water trips will be approved on a case-by-case basis by the Superintendent or the appropriate level associate superintendent in consultation with the Office of Risk Management and Security Services in advance of scheduling the trips. Only field trips of an instructional nature shall be approved during instructional time. While interest surveys may be appropriate, any attempts to raise money specifically for the trip in question, hold parent meetings, expend funds, or make definite plans shall be avoided until such trips are approved. The source of funds which would pay for transportation shall be identified on all field trip requests. The Superintendent, or his or her designee, shall have the authority to cancel or otherwise restrict any field trip, approved or otherwise, if in the judgment of the Superintendent or his or her designee, circumstances arise which pose a threat to the safety or security of students or staff.

E. Walking field trips shall be approved by the appropriate level associate superintendent. Since no transportation is required, notice to the Office of Transportation Services is not required.

F. The principal and the appropriate level associate superintendent shall approve all field trips. It is expected that all necessary provisions shall have been made to protect the health, welfare, and safety of the students and bus driver, as well as any liability to the School Board or its employees. Such overnight field trips shall make a contribution to the educational program of the School Division.
G. Field trips are generally restricted to the metropolitan Washington area. However, trips to other areas included in districts established by the Virginia High School League for athletics, arts, and forensics shall not be restricted. Also, field trips to such places as Williamsburg, Fredericksburg, Richmond, Gettysburg, and other points of historical interest shall be approved as long as the trip is an integral part of the instructional program.

H. School-sponsored field trips shall be built into the design of the educational program. As curriculum development takes place, suggested field trips shall be listed. Such a list shall not be restrictive, but act as a guideline for judgment as to whether the proposed trip meets the definition for a school-sponsored trip.

I. Although a trip shall provide unquestioned educational opportunities, incidental opportunities for travel shall not be considered as the basis for proposing a school-sponsored field trip unless the trip opportunity clearly relates to an ongoing learning activity which would be enhanced by the trip.

J. Groups or individuals who take responsibilities for planning and carrying out non-school-sponsored trips consisting of groups of students and/or teachers shall make parents aware that such trips are not school-sponsored and that the schools assume no responsibility for the trip in any way whatsoever. No school time, instructional or otherwise, shall be consumed by the distribution of written and/or oral communication regarding non-sponsored trips. In the event that a school building is to be used after school hours regarding non-school-sponsored trips, a building rental contract shall be completed and signed by the agency sponsoring the trip. Notices, forms, and information concerning such trips shall not be circulated through the school’s communications system. Non-school-sponsored trips shall not be taken during school hours. School Division buses shall not be used for non-school-sponsored trips.

K. School-sponsored field trips shall have prior approval. For approval, the following items shall be in proper order:

1. The trip shall meet the definitions outlined in Section I above;
2. There shall be sufficient supervision which shall come from the teacher, the activity sponsor, and other responsible adults (parents, other teachers, teacher aides). The number of supervising adults required for each trip shall be determined by the principal;
3. The activity sponsor shall complete a Field or Athletic Trip Request form (available at each school) and submit the form to the principal;
4. Students shall have a signed parental consent form (available at each school) for field trip approval and submit the form to the principal. A copy of the parental consent form is attached (Attachment IV);

5. All schools must submit Field Trip Request Form #61582450185G (Attachment I) or Athletic Trip Request Form #61582450430G (Attachment II) through the appropriate level associate superintendent so that the trip request shall arrive at the supporting Bus Operations Center fourteen days prior to the trip;

6. The trip sponsor shall immediately notify the appropriate Bus Operations Center when a trip is postponed or canceled. Sponsors/coaches shall not reschedule a postponed trip without checking with the Office of Transportation Services to determine if transportation is available;

7. All trips in the metropolitan Washington area shall be terminated prior to 5:30 p.m. for the elementary and middle school levels. This time limitation does not apply to the senior high field trips;

8. All field trips are subject to the availability of transportation. In the event that private vehicles are utilized, the approval form shall state that private vehicles shall provide transportation and that these vehicles are of an authorized type that meets Federal Motor Vehicle Safety Standards (FMVSS) and are privately insured. This statement shall also be included on the parent permission form; and

9. No student shall be denied participation in a school-sponsored field trip based upon an inability to pay because of family circumstances.

L. Extended-day field trips shall follow the same procedures for approval as indicated for other school-sponsored field trips. In addition, the following items shall be in proper order:

1. The coach/sponsor shall leave with the principal or designee a list of all participating students and a phone number where a parent or guardian of each student can be reached in case of an emergency, as well as the complete round-trip itinerary with anticipated arrival and departure times;

2. The coach/sponsor shall have emergency information relating to each student and a copy of the itinerary;

3. The principal shall provide the coach/sponsor with the name and telephone number of the principal or designee to call in case of an emergency as well as the telephone number of the Director of Transportation Services or designee;

4. The principal shall have, prior to the trip, an emergency telephone number where the coach/sponsor can be reached at the trip destination;

5. Overnight arrangements shall be made for participants when it is known, prior to taking the field trip, that the group would otherwise be returning after 1 a.m.; and
6. When it becomes apparent that the return trip shall be extensively delayed due to severe weather conditions, a disabling mechanical failure, accident or other emergency situation pertinent to the safety and well-being of the passengers, the coach/sponsor shall call the principal or designee for further instructions, which may include permission to remain overnight.

M. Unless approved by the appropriate level associate superintendent on a case-by-case basis, all field and athletic trips shall be canceled on Code Green and Code Red days.

N. **Use of Student Drivers** - No student drivers shall be used on a field trip. If private vehicles are used, these vehicles and their passengers shall be insured, and the parents or guardians of the students being transported shall give permission for the student to be transported by private vehicle.

O. **Travel by School Bus**

1. Students shall be under the direct supervision of a teacher, sponsor, or chaperone during transit on all field and athletic trips;
2. The person(s) supervising students during transportation shall be responsible for ensuring student compliance with the **Code of Behavior**;
3. School bus drivers shall assist in the supervision of students as necessary to maintain safety while students are on the bus;
4. The school is responsible for the payment of bus tolls, parking fees, and the admission fee (if any) for school bus drivers and attendants when drivers and attendants are required to be in attendance at the function; and
5. On overnight trips, the sponsor/coach is responsible for:
   a. Securing reservations and the payment of lodging for the school bus driver;
   b. Providing funds for the school bus driver’s meals at a standard rate or provide meals with the group;
   c. Incurring the cost of all time the driver is driving in support of the function, is required to be in attendance with the group, or is conducting required services to maintain the bus for the continuation of transportation services (mechanical repairs, refueling, cleaning, etc.), and
   d. Ensuring the bus driver receives eight (8) consecutive hours of rest and does not drive after being on duty more than fifteen (15) hours. On-duty times include driving time and the time required to remain with the bus and all other work.
P. Travel Distance

1. Field trips during regular school hours, when the majority of buses are available (9 a.m. - 1:30 p.m.), are limited to a forty-five (45) mile radius (central point - Independent Hill). Requests for field trips aboard school buses extending beyond 1:30 p.m. on a regular school day will be approved by the appropriate level associate superintendent in consultation with the Office of Transportation Services and based on the availability of resources. If the trip is approved by the level associate superintendent but school buses/drivers are not available, the school may use charter buses for the trip; and

2. Extended-day and non-school-day field and athletic trips shall not exceed a 150-mile radius from Independent Hill. Commercial transportation shall be used for all trips in excess of 150 miles.

Q. Commercial Transportation

Periodically, the Purchasing Department shall provide to the schools through electronic mail a list of approved commercial bus carriers. Questions pertaining to commercial service contractors shall be directed to the Purchasing Department.

R. Transportation by Other Types of Vehicles

1. Any vehicle used to transport students shall meet Federal Passenger Car Occupant Protection Standards as defined by Federal Motor Vehicle Safety Standards (FMVSS). If a personal, rental, or leased vehicle is being recommended for use, a Field Trip Driver’s License and Vehicle Insurance Information form (Attachment III) shall be completed and attached to the Field or Athletic Trip Request form (Attachment I or II) for approval by the appropriate level associate superintendent.

2. When a school rents or leases a vehicle, the school representative shall be required to obtain automobile liability coverage in the amount of $500,000 and to provide an insurance certificate with the Field Trip Driver’s License and Vehicle Insurance Information form (Attachment III). Minimum liability for privately owned vehicles is established by Virginia Law.

3. For personal, rented, or leased vehicles, the vehicle type can be determined by referring to the data plate or decal affixed to the door jam or door post on the driver’s side of the vehicle. The data plate provides the type designation (e.g., passenger car, station wagon, truck, bus, school bus, or multipurpose vehicle [MPV]). The data plate will also state that the vehicle meets Federal Motor Vehicle Safety Standards (FMVSS). Vehicle registration cards shall not be utilized as a
4. Even though school buses are the safest mode for student transportation, vehicles with a data plate displaying the following vehicle types may be utilized for student transportation:

   a. Passenger car;
   b. Station wagon;
   c. School bus;
   d. Commercial buses provided through contract carriers licensed to do business in the State of Virginia; and
   e. Certain late model minivan passenger vehicles (manufactured 1995 or later) which are certified by the manufacturer to meet Federal Passenger Car Occupant Protection Standards. Vehicles that meet Federal Passenger Car Occupant Protection Standards have permanently-installed, full-size seats for the driver and each passenger. Seats may be convertible to cargo space, for example, by folding, but may not be designed to be readily removed and reinstalled. Each seat must have both a lap belt and shoulder harness. Vehicles manufactured after 1998 must have air bags (vehicles manufactured before 1998 are not required to have air bags and therefore are not recommended).

5. Student transportation shall not be provided by the following vehicle types:

   a. Multipurpose Vehicle (MPV) - except those that meet the standards described in paragraph 4(e) above;
   b. Truck;
   c. Van designed to carry more than ten people;
   d. Camper/Recreational Vehicle (MPV); and
   e. Motorcycle.

   **NOTE:** This regulation does not prevent a parent or legal guardian from transporting only their student(s) (child or ward) to and from a school-sponsored event in a vehicle of an unauthorized type. However, the parent shall not be permitted to transport other students.

6. The principal shall be responsible for ensuring that vehicles of an authorized type are used for student transportation.
IV. Procedures for Requesting an After-School Activity Bus

A. Principals requesting after-school activity buses shall submit their requests two weeks in advance to the route manager assigned to their school. This applies to requests for after-school activity buses for general education students and students with mobility impairments or other special needs. Depending on availability, however, requests for individualized transportation due to a mobility impairment or other special needs may be filled in a shorter time frame.

B. The required information as listed below shall be submitted on the Prince William County Public Schools Field Trip and Activity Bus Request form (Attachment I):

- Trip control number
- Budget code
- Start and end dates
- Number of buses
- Days and time required
- Contact person and telephone number

C. Activity runs will start no earlier than 4:15 p.m. and no later than 5:30 p.m. Parents and students must be informed that activity buses stop at central bus stops within the neighborhood and not at every stop where the students are picked up in the morning. Depending on the request, a student with a mobility impairment or other special needs may be taken to a stop other than a central bus stop.

D. The Code of Behavior states students serving detention for bus violations may not ride the activity bus without the principal’s approval.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2013.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
FIELD TRIP AND ACTIVITY BUS REQUEST

School: __________________________ Date: __________

Specific Grade, Subject, or Department requesting trip: __________________________

NOTE: All trips requiring school bus transportation service must be approved and reach the Office of Transportation Services two (2) weeks in advance of the trip date.

Date of Trip | Destination & Address | City/Town/Area
-------------|------------------------|------------------

If there are other locations please specify; e.g., stopping for lunch, drive-by review, etc.

# of Buses | # of Students | # of Teachers/Chaperones | Time to Depart School | Return Time at School
-------------|---------------|--------------------------|-----------------------|---------------------

If other than school bus, specify type of transportation: __________________________

Educational Rationale:

Purpose of Trip: __________________________

Relationship to On-Going Instructional Program: __________________________

Specific Plans for Follow-Up Activities: __________________________

☐ Water Trip Consultation

Director of Risk Management | Date
-----------------------------|---------------------
Teacher | Date
---------|--------

☐ Approved ☐ Disapproved

Principal | Date
----------|--------

☐ Approved ☐ Disapproved

Level Associate Superintendent | Date
-----------------------------|---------------------

☐ Request Received by Transportation Services for Bus Scheduling

☐ No Buses Available

Director of Transportation Services | Date
-----------------------------------|---------------------

Distribution: Goldenrod – School  Pink – Level Associate Superintendent  White – Transportation  Canary – School (After All Approvals)
FORM No. 61502450185G (7/85)  Revised 11/10/10
ATHLETIC TRIP REQUEST

SCHOOL: ___________________________ DATE: ___________________________

REQUEST SUBMITTED BY: ___________________________

ADMINISTRATIVE USE ONLY

Budget Code

FD AGCY ORG ACT OBJ

Note: All trips requiring school bus transportation MUST be approved and reach the Office of Transportation Services two (2) weeks in advance of the trip date.

<table>
<thead>
<tr>
<th>TRIP CONTROL #</th>
<th>DATE OF TRIP</th>
<th>DESTINATION &amp; TEAM</th>
<th># OF BUSES</th>
<th># OF PUPILS</th>
<th>TIME TO DEPART SCHOOL</th>
<th>NAME OF COACH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Approved ☐ Disapproved

______________________________    ___________________________
Teacher                        Date

☐ Approved ☐ Disapproved

______________________________    ___________________________
Principal                      Date

☐ Approved ☐ Disapproved

______________________________    ___________________________
Level Associate Superintendent Date

☐ Request Received by Transportation Services for Bus Scheduling

☐ No Buses Available

______________________________    ___________________________
Director of Transportation Services Date

Goldenrod-School; Pink – Level Associate Superintendent; White – Transportation; Canary – To Be Returned to School After All Approvals.
FORM No. 61582450430G Revised 6/23/10
DRIVER’S LICENSE/VEHICLE INSURANCE
CHECKLIST/VALIDATION FORM
(This form is required when transporting students on field trips in personal or leased vehicles.)

TO BE COMPLETED BY THE SCHOOL:

Date: ________________________________
Destination: ________________________________
Purpose of the Trip: ________________________________

Number of Students to be Transported: ________________________________
Trip Sponsor: ________________________________

TO BE COMPLETED BY THE DRIVER:

Driver’s Name: ________________________________
Driver’s Status:  □ Faculty/Staff   □ Parent     □ Other________________________
License Number & Expiration: ________________________________
State: ________________________________
Vehicle Manufacturer & Model: ________________________________
Year of Manufacture: ________________________________

Vehicle Type: (check appropriate box)
  □ Passenger Car
  □ Station Wagon
  □ Van/Mini-van (Must be manufactured in 1995 or later; have a FMVSS data plate affixed to
doors; and permanently installed full-size seats for driver and all passengers.

Note: Sports Utility Vehicles (SUV), campers/recreational vehicles, multi-purpose vehicles (MPV),
motorcycles, and passenger vans designed to carry more than ten people cannot be used for field trips.

Form #61582450211G
Revised 6/23/10
VEHICLE EQUIPMENT: (check all that apply)

☐ Factory-installed lap belts and shoulder harnesses for each seat. (Mandatory)
☐ Air bags (Mandatory for vehicles manufactured in 1998 or later; vehicles manufactured before 1998 are not recommended for field trip use.)

VEHICLE OWNER: (check appropriate box)

☐ Privately Owned
☐ Leased

INSURANCE INFORMATION:

If Privately Owned:

Owner’s Name: ____________________________________________
Insurance Company: _______________________________________
Expiration of Policy: _______________________________________
Signature of Owner: _______________________________________

If Leased: Attach an insurance certificate to this form indicating a minimum liability coverage of $500,000 per accident.

TO BE COMPLETED BY THE PRINCIPAL:

My signature below indicates that the data presented above has been verified by me or a staff member appointed by me, and the vehicle and the driver meet the qualifications outlined in Regulation 642-1.

_________________________________________  _____________  _______________
Signature  Date

Note: A completed copy of this form will be presented to the appropriate level associate superintendent along with the Field Trip Request. When the trip has been approved, the principal will provide a copy to the driver, vehicle owner, and the teacher/staff sponsor. A copy will be filed in the school office prior to the departure of the trip.
**FIELD TRIP PERMISSION**
This form is required for all field trips.

**IMPORTANT DIRECTIONS:** (efficient preparation and distribution includes): (1) complete only ONE form per trip, (2) complete the school portion (top half) of form, (3) duplicate one form per student, and (4) send a copy home for the parent’s and student's signature.

<table>
<thead>
<tr>
<th>Specific Trip</th>
<th>Repeated Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>TEACHER:</td>
</tr>
<tr>
<td>Destination:</td>
<td>ROOM:</td>
</tr>
<tr>
<td>Purpose:</td>
<td>EXPLAIN:</td>
</tr>
</tbody>
</table>

**SUPERVISION** (Check one)
- O Students will be directly supervised by adults on this trip.
- O Students will be directly supervised by adults on this trip with the following exception(s).
  (If space is insufficient, attach itinerary with explanation regarding supervision.)

**TRANSPORTATION** (Check all that apply)
- O Walking
- O School Bus
- O Commercial Carrier
- O Private Vehicle
- O None (Provide own)
- O Leased Vehicle
- O County Vehicle

**DRIVERS OF PRIVATE OR LEASED VEHICLES** (Check all that apply)
- O Parent
- O Teacher/Staff Member
- O Other Adult

**APPROVAL OF PRINCIPAL**
Date: __________________ Signature of Principal: __________________

**PUPIL AGREEMENT**
While participating in this field trip, I will accept responsibility for maintaining good conduct and appearance, and I will follow directions at all times.

Date: __________________ Signature of Student: __________________

**PARENT PERMISSION**
I give permission for ________________________________ (Name of Student) to participate in the field trip(s) described above. As the parent or guardian of ________________________________,

I understand and agree that in the event the Superintendent, or the Superintendent's designee, cancels our trip to ________________________________ for any reason, we will not hold Prince William County Public Schools, the Prince William County School Board, or ________________________________ (Name of School) or their employees or agents responsible for any reimbursements of monies paid or invested in this trip.

Date: __________________ Signature of Parent/Guardian: __________________

Signature of Student: __________________

Distribution: One copy of this completed form will be sent from the Principal to Parent/Guardian, Teacher, and School Office.