

Hoover City Schools
Field Trip Approval Procedure
March 2015

All field trips must be processed through the Edulog system. Directions for entering a field trip request in Edulog have been reproduced at the conclusion of this document for those who need to reference the instructions. The building principal's approval in Edulog will constitute administrative authorization of the proposed field trip pending final approval by the Director of Transportation Services of the proposed transportation arrangements. Principal authorization denotes that the following criteria have been reviewed and approved:

1. The purpose of the field trip is educationally sound and aligned with the academic goals of the school and/or is necessary to meet the goals or requirements of extracurricular programs.
2. The sponsor has secured necessary parental permission and has made arrangements for student health concerns.
3. Funds are available and committed to cover the cost of the field trip.
4. The ratio of adult chaperones to students is at least one to ten (1:10).

If the field trip involves either overnight or out-of-state travel, then the following requirements apply in addition to the requirements described above:

Board policy requires Superintendent approval for any field trip involving travel over state lines or overnight stays. This requirement is in place to prevent legal challenges related to the transportation of minors across state borders and to facilitate communication in the event of an emergency situation. The superintendent has designated the **Assistant Superintendent of Instruction** as his agent for this approval.

Once principal approval for an out-of-state and/or overnight field trip has been received, the trip sponsor must submit a proposed itinerary for the trip to the Assistant Superintendent of Instruction a minimum of two weeks prior to the departure date. When the Assistant Superintendent of Instruction indicates that the trip has been approved for out-of-state and/or overnight travel, the itinerary may be shared with parents and students.

The itinerary must contain the following information:

1. The name of the school and the team or group that is traveling.
2. A daily agenda indicating what, where, and when specific activities have been scheduled. The most important times involve when you plan to depart and arrive on both legs of the trip. Detailed times for activities during the trip are less important unless students are changing locations during the day. For overnight stays, it is important to know when students will arrive and depart at the place where they will be spending the night.

Hoover City Schools
Field Trip Approval Procedure

March 2015

3. The method of travel to and from the location. If private vehicles are going to be used, the trip sponsor and school administrator must not be involved in the specific planning according to advice from our board attorney (in such cases, state "Parents assume responsibility for transporting students to and from the event. Students are not allowed to ride in vehicles driven by employees."). In those cases, just list the time that parents are expected to have students on site at the destination. If airlines will be used, the itinerary should identify the name of the airline, flight numbers, and connecting flight information for the trip to and from the destination.
4. The address and telephone number of any location where students will be spending the night.
5. An emergency contact number for the trip sponsor (required) and other chaperones (if available).

Approved itineraries will be kept in a log book at the central office so that information can be easily accessible in the event of an emergency.

EDULOG Directions

REQUESTING A FIELD TRIP

Each school has a user name and password for their school (you should be able to get this from an administrator). Trip type must always be "Round trip on wait time".

After you enter in you user name and password these are the procedures to follow:

1. Choose the Create a Request Button form the launch pad.
2. Enter in PO number if you school requires this.
3. Under group serviced click on add (band, choir & athletics have their own group) choose department then OK
4. Enter contact name (should be name of teacher requesting trip) then a contact phone number.
5. Click on origin, when you find your origin highlight then click select.
6. Click on destination, look for destination again on the left hand side (in grayed out box) click on it then choose your destination then enter depart and return times, add then close
7. Using the down arrow choose a purpose for your trip, vehicle type should be chosen next always choose transit for a regular school bus and special ed for you special needs children.
8. In the objective box please include objective for trip, cost per student and any other information relating to this trip.

Hoover City Schools
Field Trip Approval Procedure

March 2015

9. Comment section can be used for any information that you feel is important in regard to this trip. This is the field that you would use if you would like to request a particular driver for your trip.
10. If you have wheelchair students you will need to enter in number of wheelchairs for this trip. Make sure to put yes in the nurse notified box.
11. Under buses you will need to enter in number of buses you are requesting (usually figure on about 65 elementary students per bus and 48 middle and high school students).
12. Number of adults must be 1 to 10 student ratio or the program will automatically deny the trip.
13. Submit Request
14. Always note the request number of your trip in order to check on status of trip.

FIND A FIELD TRIP REQUEST

There are several options for this procedure they are as follows:

1. Search for a request with a specific Trip ID number (this is the number that is in the top left hand corner of your request).
2. Search for request by a certain date (enter in request date field)
3. Search for request by entering in a date range (7/01/07 thru 7/31/07)
4. Search for request with a certain status (such as Saved, Submitted, Approved, Denied or Canceled) click the status field and select desired status.

FIND STATUS OF A FIELD TRIP

1. Refer to # 4 under Find a Field Trip Request instructions.
2. If the trip status says submitted highlight then edit
3. On the right side of request there is box that reads "Status" if you click on this box it will tell you who has not approved the trip.

IF TRIP HAS BEEN DENIED HOW TO MODIFY TRIP AND RESUBMIT

1. Find a field trip request (on launch pad)
2. Click down arrow on status field
3. Choose denied request
4. If you do not know the request ID number you can search by #2 or #3 under Find Field Trip Request instructions.
5. When you find your trip highlight then click edit

Hoover City Schools
Field Trip Approval Procedure

March 2015

6. Read under the comment section what changes need to be made, make necessary changes then click resubmit request button.