

Nye County School District



Field/Activity Trip Handbook

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DEFINITIONS

Field Trips

A field trip is any trip that relates to the curriculum as part of a class activity and is not carried out in the classroom, or on the school grounds, and is taken on a bus, common carrier, or by walking. All other trips are considered “Activity Trips” except for Athletic Trips. Field trips expand children’s learning through active, hands-on experience, with rich resources from local communities. Field trips increase student knowledge and understanding of a subject, and realism to the topic of study. For the purposes of this handbook, all trips will be referred to as Field Trips, unless language is specific to “Type” of trip (Type A, B, C, or D).

Purpose

The purpose of a field trip is to reinforce the student’s learning within the classroom and to further his/her education through related experiences outside the classroom.

Types of Field Trips

Type A Field Trip (in-town)

Partial-day or whole-day field trips to the following destinations when transportation will be by walking or provided by the District Transportation Department (or a District-approved charter bus company).

- Museums, theaters
- Public and private educational institutions
- Government-owned buildings and parks (without swimming, boating, or water-related activities)
- Theme parks (with the exception of theme parks that include swimming, boating, or water-related activities)
- Restaurants
- Locations associated with District-coordinated educational programs
- The areas immediately adjacent to the school, or within a reasonable and safe walking distance from the school

Type B Field Trip (out-of-town)

Any partial-day or whole-day field trips, other than a Type A Field Trip, including any trip in which transportation is being arranged by a private tour group. All water-related recreational activity in or around a body of water are Type B Field trips. Also, all educational tour group field trips are Type B Field Trips.

Type C Field Trip (overnight or out-of-state)

All overnight or out-of state, but not international, field trips.

Type D Field Trip (Activity Trip-*NOT Athletic*)

Any trip that is not related to curriculum, such as band or school club trips, that are also not athletic trips.

AREAS OF RESPONSIBILITY

Teacher/Advisor/Trip Leader (*Hereafter referred to as Trip Leader*)

1. Work with the site administrator in the scheduling, including availability of transportation, and making arrangements for field trips.
2. Make all arrangements with the person in charge of the place of visitation.
3. Develop lesson plans, which integrate the students' field trip experience outside the classroom to the learning within the classroom.
4. Submit lesson plans with all field trip requests for review and approval to site administrator.
5. Submit a complete and accurate roster of children on the trip to the bus driver and Transportation Office before departure.
6. Maintain and reinforce appropriate student conduct on bus and at activity.
7. Provide special needs required for students to Transportation Department at time of trip request (ex. child in wheelchair, child needs booster seat, etc.).

Principal

1. Assist trip leader in the selection of appropriate field trips.
2. Determine if there are sufficient funds.
3. Review submitted lesson plans to ensure the field trip will contribute to the specific educational program conducted in the classroom.
4. Review all required forms (**Field Trip Request Packet**) for proper completion and submittal to the Assistant Superintendent/designee, who will review and forward to the Transportation Department.
5. Assist trip leaders in making proper arrangements for the scheduling and transportation of field trips.
6. Determine how the allocation of available field trips will be used.
7. Approve, sign, and submit the **Activity Bus Driving Summary Sheet** (Appendix J), which is provided by the bus driver, to the Transportation Department for billing purposes.

Transportation Department

1. Review all submitted forms from the school.
2. Schedule transportation for field trips, in cooperation with the site administrator.
3. Allot school buses and charter commercial transportation when appropriate.
4. Determine route traveled.
5. Ensure time allotted by the school for the field trip is sufficient, including sufficient time for meals.
6. Exercise authority to disapprove the use of school buses or commercial transportation for any of the following reasons:
 - Illegal use of school buses
 - Excessive cost
 - Hazardous and/or unsafe conditions
 - Availability of equipment and/or personnel is severely limited during, before and after school hours
 - Abuses
 - Priority needs

- Exceeding capacity
- Insufficient time

Bus Driver

1. Does not depart from school until a complete and accurate roster of students AND a list of student special needs/504 has been provided.
2. Insist on conduct and cooperation of the students, chaperones and trip leaders, which guarantees the safety of the students while on the bus.
3. Determine whether unsafe road conditions make it necessary to return the students to school.
4. Assist trip leaders, if requested, when the safety of the students is involved.
5. Make sure he/she has a complete and accurate student roster from the trip leader.
6. Before departure, perform Bus Evacuation Drill. **Bus Evacuation Procedures** form (Appendix I) must be signed and dated by a District employee attending the trip.
7. After trip, complete **Activity Bus Driving Summary Sheet** (Appendix J) to site administrator.

Student

Students shall follow the District rules of passenger conduct as stated in the Parent/Student Handbook including, but not limited to, the following:

1. Obey driver at all times; follow driver instructions.
2. Remain seated at all times.
3. Refrain from boisterous conduct.
4. Avoid unnecessary noise.
5. Keep all parts of the body and objects inside the bus.
6. No eating on the bus.
7. No wearing athletic footwear equipped with metal cleats or spikes on the bus.
8. No changing clothing on the bus. Must be done before departure.
9. Use of electronic devices must be kept at lap-level (behind the seat in front of student) after dark. Light-screens are distracting to driver.
10. All sports equipment must be stowed below bus in cargo bay.
11. No bringing large band instruments on the bus, only small ones such as trumpets, clarinets, violins, etc. (The following instruments, except during band trips, are not to be carried on a school bus: Guitar, tenor saxophone, baritone saxophone, baritone horn, tuba, sousaphone, cello, string bass, and drums). For safety purposes, students should hold musical instruments at all times. Seats are for students. Storage compartments will be provided on travel buses.
12. Students will keep aisle clear at all times.

Assistant Superintendent/Designee

1. Long-range planning and evaluation of the District field trip program.
2. Publish and revise the NCS D Handbook for Field Trips.
3. Review and approve requests for field trips.

PROCEDURES

1. Trip Leader will begin at least six (6) weeks prior to field trip. Every field trip is initiated by completing the **Field Trip Procedures Checklist** (Appendix A). This form requires various approvals, depending on the type of field trip proposed. The timeline for obtaining these approvals also varies depending on the type of field trip (see Definitions).
2. Trip Leader shall complete the **Request for Field Trip** form (Appendix B) and submit with lesson plans to the site administrator for authorization.
3. See **Field Trip Procedures Checklist** (Appendix A) for complete planning information and procedures.

IMPORTANT REGULATIONS

Field Trip Request Packet

1. **Field Trip Request Form** (Appendix B) **MUST** include all (detailed) activities that will be held in conjunction with the proposed trip (e.g. stop at Burger King for lunch).
2. Lesson plan standard and complete lesson plan must be submitted with Field Trip Packet.
3. Request packets should be submitted to the Assistant Superintendent/designee as early as possible, as available buses will be assigned in order of receipt by Transportation Department. Allow lead time for Assistant Superintendent's signature due to busy schedules.
4. All forms incorrectly completed shall be returned to the school, and trips will not be scheduled until all required forms are properly completed and forwarded to the Transportation Department from the Assistant Superintendent/designee (at least two (2) weeks [ten (10) school days] prior to the date of the trip).
5. Trip leader is responsible for making tentative arrangements with the place of the intended visit and for confirming arrangements once confirmation is received from the Transportation Office.
6. **Field Trip Notice/Permission Form** (Appendix E) is required for each individual field trip taken by the student.
7. **Liability:** The District is self-insured for liability connected with all authorized school activities, hence the importance of securing proper authorization from the site administrator and students' parents in all instances!
8. Appropriate *number and gender* of chaperones must be obtained prior to approval of all field trips. Each group/busload of students shall be supervised by at least one (1) District employee, excluding the driver.

Timelines for Paperwork

1. Trip Leader **MUST** submit Trip Request Packet for Type B or C Field Trips (out-of-state/overnight) at least four (4) weeks [twenty (20) school days] prior to the planned date of the trip to Assistant Superintendent/designee.
2. Trip Leader **MUST** submit Trip Request Packet for Type A or D Field Trips (in-state/activity) at least two (2) weeks [ten (10) school days] prior to the planned date of the trip to Assistant Superintendent/designee.

3. Transportation Department MUST receive completed and approved Trip Request Packet from Assistant Superintendent/designee at least two (2) weeks [ten (10) school days] prior to the planned date of the trip.
4. SCHEDULING OF TRIPS BY TELEPHONE SHALL NOT BE ACCEPTED.

CHAPERONES

The number of participating adults in addition to the trip leader required for a field trip is listed below. Mixed groups of students should have both male and female chaperones.

Type A or D Trips

Kindergarten:	One (1) adult for every five (5) students
Grades 1-3:	One (1) adult for every six (6) students
Grades 4-5:	One (1) adult for every eight (8) students
Grades 6-8:	One (1) adult for every fifteen (15) students
Grades 9-12:	One (1) adult for every thirty (30) students

Type B or C

Kindergarten-3:	NOT authorized without approval of Superintendent/Designee
Grades 4-5:	One (1) adult for every five (5) students
Grades 6-8:	One (1) adult for every eight (8) students
Grades 9-12:	One (1) adult for every fifteen (15) students

Chaperones should be obtained at least four (4) weeks prior to the trip by the teacher/advisor/trip leader, and confirmed at least one (1) week prior to the trip.

NRS 388.132 requires all administrators, principals, teachers and other personnel of the school districts and public schools in this state to take immediate action to prevent a victim or target of bullying or cyber-bullying when witnessing, overhearing or being notified that bullying or cyber-bullying is occurring or has occurred.

Chaperone Overview

- Chaperones must follow the NCS D Board Policy 7600 – Student Safety & Welfare.
- Chaperones must be 21 years of age or older.
- Chaperones must serve as positive role models using appropriate language and discussing only age-appropriate matters with students.
- Chaperones may not bring preschoolers or children who are not registered at the school for which they are volunteering on the trip.
- Chaperones must be appropriately dressed at all times.
- Chaperones must wear an identifying badge whenever serving as a chaperone.
- Chaperones are responsible for student safety above all else.
- Chaperones must immediately report to someone in authority any safety concerns or emergency issues relating to students.
- Chaperones must not discipline or inappropriately touch students.
- Chaperones must immediately report to someone in authority any safety concerns or emergency issues relating to students.

- Chaperones must remain with the group at all times.
- Chaperones are prohibited from consuming alcoholic beverages or using mood modifiers at any time.
- Chaperones are prohibited from smoking or using e-cigarettes in the presence of students.

SAFETY

To ensure the safety and well-being of the students on field trips, the trip leader should:

1. Explain and discuss standards of safety, proper behavior, and conduct expected of the students while on the field trip.
2. Discuss the need for suitable dress with students (if necessary).
3. Communicate additional fees/costs per student (if necessary) to all students and parents/legal guardians (e.g. lunch money for stop at Burger King).
4. Depending upon the nature of the trip (i.e., outdoor field trips), have a first-aid trained adult on the trip. A first-aid kit, provided by the school, should be available for all trips.
5. When possible, have students make identification slips for themselves.
6. Conduct head counts (using the completed roster) every time students enter and exit the bus.
7. Buses will not depart from school until a complete and accurate roster of students has been provided to the driver (MUST include names, addresses, emergency contact #, and DOB of ALL attendees, trip leaders and chaperones).
8. Notice of student special needs/504 must be provided to driver prior to trip (and submitted to Transportation Department with original request packet).
9. Aisle must be clear at all times.

EVALUATION OF TRIP

Following the trip, trip leader MUST evaluate the field trip for the information, concepts, and benefits derived by considering such questions as the following:

1. Did the students develop new appreciation and attitudes?
2. Has the trip affected their conduct/behavior by deepening their concept of civic responsibility?
3. Are the students more eager to explore more information and find out things for themselves?
4. Did the trip stimulate pupils to do more reading and to participate in other activities, such as making models, painting or sketching, and writing reports or stories?
5. How can the experience be used to extend pupil interest and learning in the major area of study?

Trip leader should evaluate the place of visitation as well as how the students handled the materials observed at the site.

USE OF PERSONALLY-OWNED VEHICLES

1. Administrative Regulation #5561 and #8482 of the NCSD Policy manual governs the use of personally-owned vehicles (see appendix D).
2. A **Private Vehicle Information** form (appendix D), pre-approved by the Transportation Department, must be completed for each driver using a personally-owned vehicle to transport students for any/all field trips.
3. In order for a student to travel in a personally-owned vehicle, there must be on file a permission slip with parent/legal guardian acknowledgement that student is being transported via a non-District owned leased/rented vehicle.

NUMBER OF PASSENGERS ON SCHOOL BUSES

The guidelines regarding the number of passengers which shall be transported by a school bus when used for a field trip are as follows:

Number of Passengers

Kindergarten to 6 th grade:	Three (3) to a seat, up to 84 passengers (subject to adjustment depending on size of elementary student)
7 th grade to 12 th grade:	Two (2) to a seat, up to 56 passengers

Passenger Restrictions

1. No items (e.g. ice chests, band instruments, etc.) shall be stored in the aisle or in front of emergency exit doors, windows or “flip” seat.
2. All items shall be secured in a seating area or cargo bay.
3. No items will be stored in seats that cannot be secured to the seat.
4. The passenger number listed above shall be reduced by the number of seats used for the storage of allowable items.

FIELD TRIP FORMS

1. Field Trip Procedures Checklist - Appendix A
2. Request for Field Trip – Appendix B
3. Field Trip Lesson Plans – Appendix C
4. Private Vehicle Information – Appendix D
5. Field Trip Notice/Permission Form – Appendix E
6. Field Trip Evaluation Form – Appendix F
7. Mandatory Field Trip Roster Sample Form – Appendix G
8. Bus Evacuation Procedures – Appendix H
9. Daily Bus Activity Log/ Driving Summary Sheet (2 pgs) – Appendix I
10. Transportation Itinerary – Appendix J
11. Chaperone Information Form-Appendix K

Completed Field Trip Request Packet will include the following:

1. Field Trip Procedures Checklist - Appendix A (Must be turned into principal)
2. Request for Field Trip – Appendix B (Mandatory to Activities Office)
3. Field Trip Lesson Plans– Appendix C (Mandatory to Activities Office if academic field trip)
4. Private Vehicle Information – Appendix D (if being used)
5. Field Trip Roster – Appendix G (Mandatory must be turned into transportation before the bus leaves school)

**FIELD TRIP PROCEDURES CHECKLIST
(Appendix A)**

To be submitted with Field trip Packet (NCSD Request for Field Trip form AND Field Trip Lesson Plan form, along with any other documentation.)

School: _____ Requested by: _____ Date of Trip: _____

Location of Trip: _____

Type of Trip: A (in-town) B (out-of-town) C (overnight) D (activity)

Lesson Plan Standard Addressed: _____

Principals/Lead Teachers are responsible for ensuring that all field trip policies and procedures are adhered to. Together the Principal/Lead Teacher and the trip leader must complete this checklist. The trip leader responsible for the field trip listed must verify that he/she has addressed each item by initialing and dating where indicated. ALL FORMS, INCLUDING THIS CHECKLIST, MUST BE COMPLETED AND SUBMITTED TO THE PRINCIPAL AND THEN THE ASSISTANT SUPERINTENDENT THREE (3) TO FOUR (4) WEEKS (see Important Regulations/Timelines) PRIOR TO THE TRIP. Assistant Superintendent’s office will forward approved field trip packet to the Transportation Department.

SIX WEEKS PRIOR TO TRIP

Establish a Plan	
Determine the location, date, and lesson plan for trip	Date _____ Initial _____
Complete the Request for Field Trip form	Date _____ Initial _____
Determine transportation cost estimation	Date _____ Initial _____
Principal approval	Date _____ Initial _____
Plan funding	Date _____ Initial _____
Make tentative arrangements with place of intended visit	Date _____ Initial _____

FIVE WEEKS PRIOR TO TRIP

Plan date, time and location of parent meeting	Date _____ Initial _____
Determine special student needs or accommodations	Date _____ Initial _____
Finalize itinerary details (dates, times, event, destination, etc.)	Date _____ Initial _____
Determine Permission Form due date: _____	Date _____ Initial _____
Send Field Trip Notice/Permission Form and itinerary to parents with due date	Date _____ Initial _____
Communicate safety, behavior, and expected dress to parents	Date _____ Initial _____

FOUR WEEKS PRIOR TO TRIP

Twenty (20) <i>school days</i> prior to trip, submit Field Trip Request packet to Assistant Superintendent’s office for Type B or Type C trips	Date _____ Initial _____
Status check – verify completion of all paperwork	Date _____ Initial _____
Parent Meeting (mandatory for out of district/state/overnight trips)	Date _____ Initial _____
Collect Field Trip Notice/Permission Form	Date _____ Initial _____
Submit absence in Aesop (if necessary)	Date _____ Initial _____
Obtain appropriate number/ gender of chaperones and confirmation from each	Date _____ Initial _____
Finalize complete roster of students attending	Date _____ Initial _____

(Roster *MUST* include all name, address, emergency contact # & DOB for ALL attendees, including chaperones)

THREE WEEKS PRIOR TO TRIP

Fifteen (15) *school* days prior to trip, submit Field trip packet to Assistant Superintendent's office for Type A or Type D trips Date _____ Initial ____
Submit *complete* roster of students attending Date _____ Initial ____
Submit list of non-attendees from classroom to school office for attendance Date _____ Initial ____
Submit accommodation/504 list as part of Field trip packet Date _____ Initial ____
Submit all monies and permission slips collected to the school office Date _____ Initial ____

TWO WEEKS PRIOR TO TRIP

Complete a check request (if needed) for any fees needed for trip Date _____ Initial ____
Confirm arrangements with place of intended visit Date _____ Initial ____

ONE WEEK PRIOR TO TRIP

Status check/review that all forms are completed Date _____ Initial ____
Verify and confirm commitment from all chaperones! Date _____ Initial ____
Explain and discuss safety, behavior, and expected conduct with students Date _____ Initial ____
Discuss need for suitable dress with students (if necessary) Date _____ Initial ____

DAY OF THE TRIP

Verify any last minute changes to attendee roster Date _____ Initial ____
Verify permission slips, etc. for any changes and copy to school office Date _____ Initial ____
Forms to take on the trip Date _____ Initial ____

- Permission slips
- Emergency Contact Information
- Complete roster with name, address, emergency contact #, DOB of each attendee (including chaperones)
- Investigation handouts for students
- Any manipulative items that students may need for trip
- A first-aid kit, provided by the school, should be available for all trips

Conduct head counts every time students enter and exit the bus
Driver will conduct Evacuation Drill. Trip Leader/District employee will sign form.

AFTER THE TRIP

Evaluate the trip

- Was the lesson standard addressed?
- Did students develop new appreciation and attitudes?
- See Field trip Handbook for more field trip evaluation tools
- Driver completes **Activity Bus Driving Summary Sheet** (Appendix J) and submits to site administrator

**NYE COUNTY SCHOOL DISTRICT
REQUEST FOR FIELD TRIP
(NON-ATHLETIC TRIPS)
(Appendix B)**

All field trip requests must be submitted by appropriate deadline, see Appendix C. The Principal will indicate approval or disapproval, returning a copy of the request to the trip leader. Each trip leader is responsible for securing permission slips from parents and giving them to the Principal one week prior to the trip, informing students of conduct, rules, and presenting lesson plan to Principal/designee.

School: _____ Requested by: _____ Date of Trip: _____

Type of Trip: A (in-town) B (out-of-town) C (overnight) D (activity)

Destination: _____

Activity: _____

Total Number of Students: _____ Number of Adults/Teachers _____ Chaperones _____

Breakdown by Grade: ___K ___1st ___2nd ___3rd ___4th ___5th ___6th ___7th ___8th ___9th
___10th ___11th ___12th

Transportation Requested? Yes No ❖ Bus Van Private Vehicle (Appendix D Attached)

Departure Time from School: _____ Arrival Time at School: _____

Date Request Submitted: _____ Requestor's Signature: _____

I confirm that all forms have been properly completed and submitted, and that this trip meets the guidelines described in the NCS D Field/Activity Trip Handbook.

Approved Disapproved

Funding Source: Grant: _____ Student Activity Fund

Comments: _____

Other: _____

Dated: _____ Signed: _____

PRINCIPAL

Review Date: _____ Signed: _____

ASSISTANT SUPERINTENDENT

Approved: _____ Date: _____

DIRECTOR OF TRANSPORTATION

FIELD TRIP LESSON PLANS
(Appendix C)

Directions: Complete front and back and submit with Request for Field Trip form to site administrator.

Teacher: _____ School: _____

Subject: _____ Grade: _____

UNIT LESSON PLANS

Unit Objectives: _____

Unit Lesson Plan Summary:

Day 1: _____

Day 2: _____

Day 3: _____

Day 4: _____

Day 5: _____

Day 6: _____

Day 7: _____

Day 8: _____

Trip Objective(s): _____

Materials Needed: _____

Activities Preparing Students for Trip: _____

Trip Agenda/Activities (include all anticipated rest and meal stops): _____

Activities to Follow Up Trip: _____

Approved: _____ Date: _____

Principal

**PRIVATE VEHICLE INFORMATION
(Appendix D)**

This form must be completed when a privately-owned vehicle is used to transport students to a recognized school function. IT MUST BE SIGNED BY THE SITE ADMINISTRATOR AND RECEIVED BY THE TRANSPORTATION DEPARTMENT TWO WEEKS IN ADVANCE OF THE TRIP. If the Transportation Department does not receive this form two weeks in advance of the trip, the form will be returned to the school, and the use of private vehicles will not be authorized. (This form need only be submitted once each school year for each driver.)

It is required that any vehicle used for the transportation of students carry minimum automobile liability insurance limits of \$100,000/\$300,000 Bodily Injury and \$25,000 property damage. A COPY OF THE DRIVER'S PERSONAL AUTO POLICY DECLARATION PAGE SHOWING MINIMUM LIMITS AND EXPIRATION DATE MUST BE ATTACHED TO THIS FORM, OR PERMISSION WILL BE DENIED AND THE FORM RETURNED TO THE SCHOOL.

TYPE OF TRIP: A (in-town) B (out-of-town) C (overnight) D (activity)

EVENT: _____

DATE: _____ PLACE: _____

HAS PARENTAL PERMISSION BEEN OBTAINED? Yes _____ No _____

NUMBER OF STUDENTS BEING TRANSPORTED: _____
(Cannot be more than seatbelts available in vehicle)

NAMES OF STUDENTS BEING TRANSPORTED: _____

NAME OF PERSON WHO WILL DRIVE VEHICLE: _____

SOCIAL SECURITY NO.: _____ DATE OF BIRTH: _____

DRIVER'S LICENSE NO. & STATE OF ISSUE: _____

SCHOOL: _____ DATE: _____

PRINCIPAL'S SIGNATURE: _____

FOR TRANSPORTATION DEPARTMENT USE ONLY

Date Received: _____ Insurance Approved: _____ Not Approved: _____

Date MVR Verified: _____ MVR Acceptable: _____

Copy Distribution: Transportation Dept./School

**FIELD TRIP
NOTICE/PERMISSION SLIP
(Appendix E)**

As a parent/legal guardian, I give my permission for my child to be excused from regular instruction on campus to participate in the field trip described below. I, the undersigned, do hereby release the Nye County School District from any and all liabilities, claims, and actions, or demands arising from this school sponsored activity.

CHILD'S FULL NAME: _____

TEACHER(S) SUPERVISING: _____

FIELD TRIP DESTINATION: _____

JUSTIFICATION FOR TRIP: _____

COST TO STUDENT: _____

DATE OF FIELD TRIP: _____

TIME LEAVING SCHOOL: _____ AM/PM

TIME RETURNING TO SCHOOL: _____ AM/PM

MEANS OF TRANSPORTATION: Bus Van Private Vehicle

SIGNATURE OF PARENT/LEGAL GUARDIAN: _____

DATE SIGNED: _____

PARENT/LEGAL GUARDIAN CAN BE REACHED AT THE FOLLOWING NUMBER DURING THE TRIP:
_____. **AN EMERGENCY NUMBER IS REQUIRED FOR ALL TRIPS.**

I AM INTERESTED IN BEING A CHAPERONE FOR THIS FIELD TRIP. PLEASE CONTACT ME AT THE FOLLOWING NUMBER: _____.

DEADLINE TO RETURN PERMISSION SLIP TO SCHOOL: _____

It is understood that only students with written Parent/Legal Guardian authorization on file explicitly for this trip will be able to participate in the field trip. Parent/Legal Guardian signature authorizes the principal or representative to provide medical or surgical care in any emergency that occurs while their child is attending the field trip. It is understood that all possible means will be taken to notify the parent or guardian before such action becomes necessary.

REFUSAL SLIP

I do not wish my child to participate in this field trip.

Signature of Parent/Guardian

Date

**FIELD TRIP EVALUATION
(Appendix F)**

School: _____ Requested by: _____ Date of Trip: _____

Type of Trip: A (in-town) B (out-of-town) C (overnight) D (activity)

Destination: _____

Activity: _____

Following the trip, teacher/advisor/trip leader MUST evaluate the field trip for the information, concepts, and benefits derived by considering such questions as the following:

Did the student develop new appreciation and attitudes?

____ Yes ____ No Comments:

Has the trip affected their conduct/behavior by deepening their concept of civic responsibility?

____ Yes ____ No Comments:

Are the students more eager to explore for information and find out things for themselves?

____ Yes ____ No Comments:

Did the trip stimulate pupils to do more reading and to participate in other activities, such as making models, painting or sketching, and writing reports and stories?

____ Yes ____ No Comments:

How can the experience be used to extend pupil interest and learning in the major area of study?

Comments:

Evaluate the place of visitation as well as how the students handled the materials observed at the site.
Comments:

This form should be submitted to site Principal at least within five (5) days of the field trip.

**NYE COUNTY SCHOOL DISTRICT TRANSPORTATION
BUS EVACUATION PROCEDURES
(Appendix H)**

ROUTE NO: _____	LICENSE NO: _____	BUS ID NO _____
Evacuation Drill for: (check one) Regular: 1 st Semester _____ 2 nd Semester _____		
SPECIAL: FIELD TRIP _____ 1 ST TRIP OF SEASON FOR (LIST SPORT) _____		
(SCHOOL/GROUP/DESTINATION)		

In a bus emergency, students must:

- | | |
|--|--|
| <ul style="list-style-type: none"> a. <i>Keep calm</i> b. <i>Be quiet</i> c. <i>Stay seated until their turn to leave bus</i> | <ul style="list-style-type: none"> d. <i>Walk</i> e. <i>Move out in an orderly fashion</i> f. <i>Don't push</i> |
|--|--|

A leader and two helpers are to be trained to assist in the event an evacuation is necessary.
(DISCUSS ONLY THE BACKDOOR EVACUATION, ACTUALLY PRACTICE THE SIDE-DOOR EVACUATION ONLY).

- **HELPERS**
 - a. Go out emergency exit
 - b. Position yourselves on each side of exit door

- **PASSENGERS**
 - a. Leave personal articles on bus
 - b. Exit bus quickly but safely
 - c. Follow leader to safe area

- **STUDENT LEADER**
 - a. Be third one off bus
 - b. Lead passengers about 100 feet from bus to safe area

- **DRIVER**
 - a. Look to see that everyone is out of the bus, leave radio outside window, exit bus, join students

If driver is incapacitated, passengers should know:

- | | |
|---|--|
| <ul style="list-style-type: none"> 1. <i>How to turn off ignition</i> 2. <i>How to set emergency brake</i> 3. <i>How to open the front door</i> 4. <i>Location of emergency exits</i> | <ul style="list-style-type: none"> 5. <i>Location of and how to open window exits</i> 6. <i>How to pop out the safety windows</i> 7. <i>How to turn on emergency blinkers</i> 8. <i>How to use the radio</i> |
|---|--|

REMEMBER: Evacuation DOES NOT depend on how fast, but on HOW SAFE the evacuation is made.

BUS DRIVER'S STATEMENT	
The evacuation practice was completed as instructed.	
Dated: _____ Time: _____ AM/PM Time to Accomplish Evac: ___ min. ___ sec.	
Signature: _____ (Driver)	_____ (Principal or Designee)

DAILY (24 hrs) ACTIVITY LOG - (APPENDIX I)

15 HOURS MAXIMUM DUTY TIME WITHIN A 24 HOUR PERIOD/INCLUDING 10 HOURS MAXIMUM DRIVING/10 HOURS CONSECUTIVE OFF DUTY HOURS

TRIP # _____ DRIVER _____

DEPARTURE DATE _____ BUS ID # _____ BUS LICENSE # _____

DEPARTURE DRIVING TIME _____ AM _____ PM
 END DRIVING TIME _____ AM _____ PM

START DRIVING LOCATION (city/state) _____
 END DRIVING LOCATION (city/state) _____

DAILY TRIP MILES DRIVEN (BUS) _____ VAN/CAR LICENSE # _____

TOTAL DRIVING HOURS FOR BUS _____ MILES DRIVEN (VAN/CAR) _____

DID YOU DRIVE A ROUTE BUS TODAY? *yes/no* _____
 TOTAL DRIVER HOURS FOR VAN/CAR _____

If yes: How many hours? (PLEASE SHOW)

MIDNIGHT	12	1	2	3	4	5	6	7	8	9	10	11	12 NOON
<small>DRIVING TIME</small>													<small>DRIVING TIME</small>
<small>ON DUTY NON-DRIVING</small>													<small>ON DUTY NON-DRIVING</small>
<small>OFF DUTY</small>													<small>OFF DUTY</small>
NOON	12	1	2	3	4	5	6	7	8	9	10	11	12 MIDNIGHT
<small>DRIVING TIME</small>													<small>DRIVING TIME</small>
<small>ON DUTY NON-DRIVING</small>													<small>ON DUTY NON-DRIVING</small>
<small>OFF DUTY</small>													<small>OFF DUTY</small>

TYPE OF ACTIVITY _____ DESTINATION (TOWN) _____

BUS CLEANED BUS NOT CLEANED BUS NOT FUELED BUS NOT FUELED

BUS RETURN GALLONS

COUNTS:

Students Transported to: _____

Coaches/Chaperones Transported to: _____

Students Transported from: _____

Coaches/Chaperones Transported from: _____

ENDING ODOMETER (bus) _____ ENDING ODOMETER (van/car) _____

STARTING ODOMETER (bus) _____ STARTING ODOMETER (van/car) _____

TOTAL MILES (bus) _____ TOTAL MILES (van/car) _____

SIGNATURE OF DRIVER _____ SIGNATURE OF SCHOOL OFFICIAL _____

ACTIVITY BUS DRIVING SUMMARY SHEET

APPENDIX 1 - PAGE 2

TRIP # _____ SCHOOL BEING TRANSPORTED _____
 DRIVER'S NAME _____ SPORT OR EVENT _____
 EMPLOYEE # _____ BUS ID# _____
 ACTIVITY TRIP YES / NO FIELD TRIP YES/NO CAR/VAN UCH
 (CIRCLE ONE) (CIRCLE ONE)

DATE	BUS BEGINNING ODOMETER		BUS ENDING ODOMETER		TOTAL MILES BUS	VEHICLE BEGINNING ODOMETER		VEHICLE ENDING ODOMETER		TOTAL MILES VEHICLE	TOTAL MILES DRIVEN
	BEGINNING	ENDING	BEGINNING	ENDING		BEGINNING	ENDING	BEGINNING	ENDING		

TOTAL MILES DRIVEN
 RATE X TOTAL MILES = AMOUNT
 0.36 X _____ = _____

ON DUTY-NON DRIVING
 NOT TO EXCEED TEN HOURS IN ANY 24 HOUR PERIOD

DATE	HOURS	AMOUNT
	X	\$8.25 = \$
	X	\$8.25 = \$
	X	\$8.25 = \$
STAND-BY TOTAL \$ _____		

OFFICE USE ONLY
 GL CODING _____
 AMOUNT PAID _____
 CHECK DATE: _____

AMOUNT OWED \$ _____
 (Total \$ from miles plus total stand-by \$)

Approved by - Principal _____

TRANSPORTATION ITINERARY
APPENDIX J

FUND _____

SCHOOL _____

DRIVER NAME AND MAILING ADDRESS

BUS ID # _____

DATE _____

DESTINATION & EVENT

START TIME _____

FINISH TIME _____

TOTAL HOURS _____

RATE _____

Signature of Driver _____

Signature of School Official _____
(Administrator, Coach, Teacher)

APPROVED BY _____

COUNTS
TO EVENT:

STUDENTS _____

ADULTS _____

FROM EVENT:

STUDENTS _____

ADULTS _____

OFFICE USE ONLY

GL CODING _____

AMOUNT PAID _____

CHECK DATE: _____

**NYE COUNTY SCHOOL DISTRICT
CHAPERONE FIELD TRIP FORM
(Appendix K)**

Name: _____

Address: _____

Phone Number: _____

Cell Number: _____

Date of Birth: _____

Insurance: _____

Statement: Nye County School District provides limited liability coverage for chaperones approved for school sponsored trips. However, chaperones need to carry their own liability insurance.

Signature of Chaperone:

Date: