SCHOOL FIELD TRIP PROCEDURES

transportation in the school district. Use the district's Request for District Transportation Form to request this transportation.

2. Other district vehicles

For smaller groups, such as small clubs and teams, a school van may be the most cost-effective method of providing school transportation. A van with a rated capacity of 10 or less (one driver and nine passengers) must be used. (If the van has a capacity greater than 10, it is considered a "school bus" and must be designed and equipped as such.) Have the staff sponsor or another school district employee drive the van. As vans are different from cars, provide driver training related to safely driving and loading the van.

3. Charter bus

If school buses are not available, a recognized charter bus service can be used. Be sure to get a certificate of insurance naming the school district as an additional insured on the bus company’s liability insurance policy.

4. Private vehicle

The use of private vehicles is not recommended, because the school does not have much control over private vehicles. Because of the lack of control, the school will need to make efforts to ensure the safety of its students while riding in private vehicles. These efforts include:

a. Volunteer driver selection, screening and training

Ensure volunteer drivers:
- Are at least 21 years old
- Have a valid driver’s license
- Are criminally screened as specified in RCW 43.43.830 (use the School Volunteer Disclosure Form) and/or have passed a Washington State Patrol fingerprint criminal screening
- Have completed the School District Volunteer Driver Checklist (this form checks the above and asks for insurance and driving record information)
- Understand that the vehicle’s liability insurance is primary
- Have received a copy of the Guidelines for Volunteer Field Trip Chaperones
- Are provided all relevant field trip information

b. Vehicle insurance
SCHOOL FIELD TRIP PROCEDURES

Private vehicle drivers should provide proof of vehicle insurance with minimum liability limits of $100,000 per person/$300,000 per accident and $50,000 property damage. (Washington law requires limits of at least: $25,000 of bodily injury or death of one person in any one accident; $50,000 of bodily injury or death of any two persons in any one accident; and $10,000 property damage in any one accident.) This information is available on the vehicle’s insurance policy, and is a part of completing the School District Volunteer Driver Checklist.

c. Vehicle inspection

The volunteer driver completes the School District Volunteer Driver Checklist form. The “Vehicle Inspection” portion of this form asks basic vehicle safety questions. The school administrator checks the completed form on the day of the trip.

If not in a school bus, children less than eight years old must be restrained in child restraint systems, unless the child is 4’9” tall or taller. (For example a child car seat, booster seat, vest, or other restraint that is federally approved for use in the car.) A child, who is eight years old or older, or 4’9”, must be properly restrained either with the vehicle’s safety belt or an appropriately fitting child restraint system. Children under 13 years old must be transported in rear seats where it is practical to do so.

d. Specific parental permission

When students will be transported by adult volunteer drivers, written parental permission to ride with a designated volunteer driver must be obtained from all students who will ride with the volunteer drivers.

e. Student driving themselves and other students

i. If students will drive themselves, the student’s parent/guardian must give specific written permission.

ii. If students will drive other students (which is strongly discouraged), volunteer driver requirements and vehicle insurance and inspection (as above) must be followed. Specific written parental permission from both the driver’s and the rider’s parents must be obtained.

f. Parent provided transportation
SCHOOL FIELD TRIP PROCEDURES

A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.

The Field Trip Transportation Release Form may be used for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

5. Walking

Determine the safest route to/from the school and the place(s) to be visited. When determining a safe route, consider the time of day, lighting, sidewalks, weather conditions, intersections, traffic, neighborhood, and any other factors that could affect student safety. Increased supervision may need to be provided to keep all students in sight of an adult supervisor.

6. Air transportation

Commercial airlines are often used when travelling long distances. Any air travel other than by commercial airline should be approved by the district’s Risk Manager/Safety Officer. Remember that air travel is traditionally excluded from school district insurance coverage. The flyer may want to purchase additional insurance.

7. Water transportation

Transportation on/over water can be provided by boat, ferry, raft, canoe, or kayak, among other means. Water travel using motorized or non-motorized watercraft over 26 feet in length is traditionally excluded from school district insurance coverage. Ensure that the company that owns/operates the water vessel has adequate liability insurance, and if possible have the company add the school district as an additional insured. If the vessel is owned and operated by the State of Washington, such as a State ferry, proof of insurance is not required.

8. Other means of transportation

a. City bus - Requires closer student supervision and designated money handling procedures