

For Extended Field Trips

Form must be left at school as it is used to contact parents/guardians in case of late arrival or emergency and to get messages to staff or students.

Please refer to Transportation Policy 8040

Date: _____ Destination: _____
Staff Supervisor: _____ Cell Phone: _____

1. Bus Manifest – Please attach a list of students assigned to the bus.

Bus Company: _____
License Plate: _____ Bus #: _____
Driver Name (if possible): _____
Cell #: _____

2. Car Manifest – Please complete table below for each car / taxi.

Car 1: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Appendix E to 6020 Extended Field Trip Procedures

Car 2: Driver Name: _____ Cell #: _____

NOTE: Volunteer Driver Declaration must be on file at the office.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Transportation Checklist

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| Walking: Chaperone will review rules of the road, safety issues, and expectations prior to the beginning of the walk. |
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| Biking: All participants will wear bike helmets. Chaperone will review the rules of the road, safety issues, and expectations prior to the beginning of the ride. |
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Automobile (Private Use):

Appendix E to 6020 Extended Field Trip Procedures

City Bus/Subway: Chaperone will review the rules of public transportation, safety issues, and expectations prior to boarding the vehicle (e.g., what to do if we get separated, etc.). Pre-purchase tokens or tickets where possible. One chaperone will ride with each group of students. Count students before boarding, after boarding, and after exiting.

Airplane: Identification requirements for various carriers for students and adults. Communicate the luggage policies (e.g., weight/size restrictions, carry-on fees, etc.). Review carry-on regulations at least one (1) week prior to departure. Factor airport tariffs into the budget. Communicate that onboard purchases cannot be completed with cash and that currency exchange rates may apply depending on the carrier.

Train: Identification requirements for various carriers for students and adults. Communicate