

**FIELD TRIPS OFF-CAMPUS INSTRUCTIONAL ACTIVITIES AND  
EXCURSIONS OFF-CAMPUS INSTRUCTIONAL ACTIVITIES**

~~Field trips are~~ Off-campus instructional activities that can provide excellent educational experiences for students by enriching the curriculum with more meaningful learning experiences. Principals/designees shall approve and are expected to consider the educational value, the relationship to the curriculum, distance traveled, and the time away from class as well as the expense involved. Approval must be obtained before commitments are made to students, parents, or commercial establishments. Only properly insured modes of transportation are to be used for school trips. Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental permission may be obtained for the entire athletic season or school year. No student will be denied the opportunity to participate in an off-campus instructional activity ~~field trip~~ because of lack of funds.

The Albemarle County School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students. Employees who are involved with such trips must emphasize to any interested student/parent that such trips are strictly private enterprises.

Adopted: July 1, 1993  
Amended: July 12, 1999, June 26, 2008; July 12, 2012

---

Legal Ref.: Code of Virginia, 1950, as amended, ~~§§Section~~ 22.1-70, 22.1-78, 22.1-176

**FIELD TRIPSOFF-CAMPUS INSTRUCTIONAL ACTIVITIES AND EXCURSIONSOFF-CAMPUS INSTRUCTIONAL ACTIVITIES**

A. General Procedures.

1. ~~Field trips~~Off-campus instructional activities will not be approved for the last week of the school term or on days upon which the division is operating on an alternate schedule.
2. ~~Field trips~~Off-campus instructional activities scheduled for school days when the schools are closed for emergencies shall be canceled or rescheduled.
3. If an off-campus instructional activity ~~field trip~~ must be canceled or rescheduled, the principal or designee will contact the Department of Transportation to make necessary arrangements.
4. No student may participate in ~~field trip~~off-campus instructional activities without prior written consent of the parent or guardian.
5. Participation in ~~field trips~~off-campus instructional activities ~~or excursions~~ is a privilege. Failure to meet standards of conduct that demonstrate cooperation and respect may result in a loss of that privilege. Should a student fail to meet behavioral guidelines, parents will be contacted as soon as possible.
6. School staff members or chaperones will be responsible for student conduct on the bus. Schools will be responsible for having an adequate number of chaperones accompanying each bus.
7. All students on an off-campus instructional activity ~~field trip~~ will be listed on a written manifest. School staff members will use the manifest to conduct a final roll call prior to departure. Student names are to be added to or deleted from the manifest, as appropriate.
8. A safety briefing will be conducted prior to departure.

B. Application Process (see IICA-E)

1. The teacher will complete the application form.
2. The principal or designee will approve the application.
3. The building level administrator or teacher will be responsible for arranging transportation.

C. Payment to Bus Drivers

Bus drivers for ~~field trips~~off-campus instructional activities shall be paid for time worked. Customers are billed in the same manner. Customers may be billed a two hour minimum if buses are cancelled without prior notification.

Adopted: July 1, 1993  
Amended: July 12, 1999, June 26, 2008; July 12, 2012

---

Legal Ref.: Code of Virginia, 1950, as amended, ~~§Section~~ 22.1-176

**Albemarle County Public Schools**

**Field Trip Off-Campus  
Instructional Activity **Manual****

Adopted: July 12, 1999

Amended: June 26, 2008; July 12, 2012

## INTRODUCTION

—The Albemarle County Public Schools ~~Field Trip~~Off-Campus Instructional Activity Manual is designed as a clear and concise, quick reference to be used by school staff members considering the use of ~~field trip~~off-campus instructional activities to augment the regular program of instruction.

—The manual consists of three sections. Section I contains currently approved School Board policy and regulations describing the purpose and use of ~~field trips~~off-campus instructional activities and the procedures to be followed when developing and or operating an off-campus instructional activity. ~~field trip~~. Section II provides a detailed explanation of pupil transportation capabilities and limiting factors associated with the use of yellow school buses. Section III covers procedures to be followed whenever national terrorist threat assessment warrants caution as well as severe weather procedures. The manual also includes an appendix containing various forms and documentation to be used to develop and safely operate an off-campus instructional activity. ~~field trip~~.

The Albemarle County School Board, its Superintendent, and central office staff concur that ~~field trips~~off-campus instructional activities can and do contribute immeasurably to the overall quality of education provided by the school division. The use of ~~field trips~~off-campus instructional activities not only benefits the education process but is also consistent with the tenets outlined in the student performance goals, school climate goals, and extended community goals contained in the Albemarle County Public Schools Mission Statement.

Schools are encouraged to make the best possible use of ~~field trips~~off-campus instructional activities as part of their curriculum and to ensure the members of their staff familiarize themselves with the contents of this manual.

ALBEMARLE COUNTY PUBLIC SCHOOLS  
~~FIELD TRIP MANUAL~~OFF-CAMPUS INSTRUCTIONAL ACTIVITIES MANUAL  
 SECTION I

File: IICA

~~FIELD TRIPS~~OFF-CAMPUS INSTRUCTIONAL ACTIVITIES AND EXCURSIONS

~~Field trips~~Off-campus instructional activities are off-campus instructional activities that can provide excellent educational experiences for students by enriching the curriculum with more meaningful learning experiences. Principals/designees shall approve and are expected to consider the educational value, the relationship to the curriculum, distance traveled, and the time away from class as well as the expense involved. Approval must be obtained before commitments are made to students, parents, or commercial establishments. Only properly insured modes of transportation are to be used for school trips. Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental permission may be obtained for the entire athletic season or school year. No student will be denied the opportunity to participate in an off-campus instructional activity ~~field trip~~ because of lack of funds.

The Albemarle County School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students. Employees who are involved with such trips must emphasize to any interested student/parent that such trips are strictly private enterprises.

Adopted: July 1, 1993  
 Amended: July 12, 1999, June 26, 2008; July 12, 2012

---

Legal Ref.: Code of Virginia, 1950, as amended, ~~§§Section~~ 22.1-70, 22.1-78, 22.1-176



Field Trips~~Off-campus instructional activities~~

## A. General Procedures

1. ~~Field trips~~Off-campus instructional activities will not be approved for the last week of the school term or on days upon which the division is ~~\_\_\_\_\_~~ operating on an alternate schedule.
2. ~~Field trips~~Off-campus instructional activities scheduled for school days when the schools are closed for emergencies shall be ~~\_\_\_\_\_~~ canceled or rescheduled.
3. If an off-campus instructional activity ~~field trip~~ must be canceled or rescheduled, the principal or designee will contact the ~~\_\_\_\_\_~~ Department of Transportation to make necessary arrangements.
4. No student may participate in ~~field trip~~off-campus instructional activities without prior written consent of the parent or guardian.
5. Participation in ~~field trips~~off-campus instructional activities or excursions is a privilege. Failure to meet standards of conduct ~~\_\_\_\_\_~~ that demonstrate cooperation and respect may result in a loss of that privilege. Should a student fail to meet behavioral guidelines, parents will be contacted as soon as possible.
6. School staff members or chaperones will be responsible for student conduct on the bus. Schools will be responsible for having an adequate number of chaperones accompanying each bus.
7. All students on an off-campus instructional activity ~~field trip~~ will be listed on a written manifest.
8. A safety briefing will be conducted prior to departure.

B. Application Process (see IICA-AP)

1. The teacher will complete the application form.
2. The principal or designee will approve the application.
3. The building level administrator or teacher will be responsible for arranging transportation.
4. Each School will make the required entries into the transportation software system. Charter trips need not be entered and are at the school administrator discretion.
5. Transportation will accept or decline trips based on resources.
6. Trips will not be under the responsibility of Transportation until they have been accepted in Trip Tracker by authorized Transportation personnel.

C. Payment to Bus Drivers/ Customer Billing

Bus drivers for ~~field trips~~off-campus instructional activities shall be paid for time worked.



Customers are billed in the same manner. Customers may be billed a two hour minimum if buses are cancelled without prior notification.

ALBEMARLE COUNTY PUBLIC SCHOOLS  
~~FIELD TRIP~~OFF-CAMPUS INSTRUCTIONAL ACTIVITY -MANUAL

SECTION II

TRANSPORTATION CONSIDERATIONS FOR ~~FIELD TRIPS~~OFF-CAMPUS INSTRUCTIONAL ACTIVITIES

A. School Bus Versus Commercial Coach

1. School buses are perfectly suited to handle many ~~field trips~~off-campus instructional activities and inappropriate for others. There are times when the use of a commercial coach is the only practical option.
2. The first priority for use of school buses is the regular transportation of students to and from school. Generally, between 7:00 and 9:20 a.m., Albemarle County school buses are engaged in the delivery of students to the elementary, middle and high schools. In the afternoon, elementary school buses report to their schools between 2:00 and 2:20 p.m. High school and middle school buses report between 3:35 and 4:00 p.m.
3. In light of the above times, and to avoid conflict with the home to school operations, ~~field trips~~off-campus instructional activities may not depart before 9:30 a.m. and must arrive back at the school by 1:30 p.m. ~~Field trips~~Off-campus instructional activities that cannot be accommodated within this time-frame shall not be operated on a school bus except under certain conditions. No trip is guaranteed unless accepted by authorized Transportation personnel.  
  
Schools should consider the use of commercial coaches for ~~field trip~~off-campus instructional activity -needs that conflict with the times stated. Commercial coaches are at the discretion of the school administration and need not be coordinated with transportation.
4. Allowable school bus speed limits are another factor that must be considered when determining whether or not a school bus can be used to do ~~an off-campus instructional activity.~~ ~~field trip.~~ Approved school bus speed limits will have a major impact on the amount of time the group will have to remain on-site at their destination. Per state law the maximum speed limit for school buses shall be 45 miles per hour or the minimum allowed whichever is greater, on any highway where the maximum speed limit is 55 miles per hour or less and 60 miles per hour on all interstate highways and on other highways where the maximum speed limit is more than 55 miles per hour (with or without students).

B. Preparations for Physical Supervision and Welfare of Students

The teacher(s) and/or group leader(s) shall exercise their authority in keeping order on the bus trip and should orient all students to the rules for riding a school bus. The teacher(s) or group leader(s) shall not allow the bus to depart until after all passengers have received a safety briefing from their school bus driver. A copy of this briefing is enclosed in the appendix. As a minimum, the briefing will cover the following:

- a. The need for keeping the central aisle and all emergency exits clear of all carry-on items. (May require the use of a separate vehicle)
- b. Keeping all body parts, i.e., arms, feet, etc., inside the bus.
- c. Proper sitting techniques and arrangements.
- d. Location of first aid kits, fire extinguisher and all other safety equipment on the bus.
- e. Operation and location of all emergency exits.
- f. Operation of the service door and two-way radio.
- g. Operation and location of emergency brakes.

- h. Location and use of emergency road reflectors.
- i. Procedures for evacuating the bus in an emergency.

C. Request Processing Procedures

1. ~~Field trips~~Off-campus instructional activities should be planned as far in advance as possible. The request should be received at transportation no later than ten days prior to the date of the trip.
2. Upon receipt of an electronic ~~field trip~~off-campus instructional activity request from a school, Transportation will accomplish the following:
  - a. Generate off-campus instructional activity ~~field trip~~ confirmation number and directions to the event, if available.
  - b. Contact lead driver to provide available drivers. Interested driver is provided a copy of the trip data, confirmation number and directions. Schools will be provided this information as soon as possible. This information will serve as acknowledgement that Transportation is able to support the trip.
  - c. Generate ten-day forecast of upcoming ~~field trips~~off-campus instructional activities for monitoring purposes.
3. Prior to contacting the Transportation Department’s Transportation Coordinator, schools requesting transportation support should first confirm the start and ending time of the event to be visited, keeping in mind the school bus window of availability outlined in A-3 above.
4. To determine the number of buses needed to transport students for an off-campus instructional activity, ~~field trip~~, transportation uses the rated passenger capacity of the bus. These criteria are as follows:

<u>Bus Capacity</u>	<u># Students/Elementary</u>	<u># Students/Middle-High</u>
52 Passenger	52	26
64 Passenger	64	32
72 Passenger	72	36
78 Passenger	78	39

Note: Teachers/chaperones must sit two to a seat which will diminish the seating capacity for elementary trips.

Schools must specifically request any additional bus assets over and above those indicated based on the criteria listed.

5. In an effort to comply with insurance requirements, no ~~field trip~~off-campus instructional activity shall operate without an accurate passenger manifest. A copy of the manifest is to be provided to the driver. Before providing the school bus driver a final manifest, the teacher or group leader must conduct a final roll call on the bus as soon as possible after departing the school. Passenger names are to be deleted or added on the manifest as required. Whenever more than one bus is used to transport an off-campus instructional activity, ~~field trip~~, a separate manifest and roll call will be accomplished for each bus transporting passengers. The group leader may want to retain a copy of the final manifest for the school’s records.
6. School bus arrangements may be accomplished by contacting the Transportation Department’s Transportation Coordinator at 973-5716. The Transportation Coordinator can provide information on all off-campus instructional activity ~~field trip~~ matters involving transportation, to include selection of the driver and availability of equipment.

D. Field Trip~~Off-Campus Instructional Activity~~ Accident Procedures

## (YELLOW SCHOOL BUS)

1. In the event of an accident resulting in injuries, the driver and group leader working together should take immediate steps to administer first aid to all injured persons while ensuring that all uninjured persons are properly chaperoned by another adult or a responsibly mature student.
2. At the normal accident scene, on-site law enforcement officials will assume control of the site and will summon needed medical or other emergency resources. However, when law enforcement personnel are not present, drivers, whenever practical, will radio the bus shop for 911 assistance using their two-way radio. If the driver is incapacitated or unable to perform this function for any reason, the group leader should use the radio to contact the Transportation Department, who, in turn, will contact emergency 911. Whenever a group leader or other designated person is required to make a radio call for help, use the following phraseology to contact the Transportation base station and then wait for a response:

“Albemarle County School bus #\_\_\_\_\_ to base”

The group leader or designee should be prepared to provide information such as the location and general condition of the bus, the nature and number of injuries, status of the driver, and any other pertinent or relevant data.

3. Upon notification of an accident, Transportation will contact the affected school and provide as much information as possible regarding the well being of the students and other passengers on the bus.
4. It is essential that the student’s parents be contacted as quickly as possible. Transportation depends on the school to contact all affected parents in a timely manner.

## E. Emergency or Mechanical Breakdown

1. Group leader or some responsible person shall have a cellular phone in their possession (one per motor coach is suggested). Transportation should be provided with cellular phone number. In addition, the group leader should possess a manifest and account for all participants to responding personnel.
2. In the event of an emergency, contact Transportation at (434) 973-5716, Monday through Friday, from 6:00 a.m. to 5:00 p.m.
3. Transportation maintenance shop personnel are available and may be able to assist with mechanical breakdowns and can be reached at (434) 973-7805, Monday through Friday, 6:00 a.m. to 6:00 p.m.
4. On-call personnel can provide a variety of services, to include:
  - a. Arranging for a replacement bus
  - b. Dispatching police and other emergency resources
  - c. Contacting key school personnel
5. Transportation maintains a reciprocal agreement with all other Virginia school divisions. As such, we are able to take advantage of the operational and repair resources of other school divisions whenever it is deemed more expedient or more practical than dispatching recovery support from Albemarle.
6. The group leader should prepare a written report of events anytime a bus transporting Albemarle

County students is involved in an accident or incident that results in bodily injuries. A copy of the report should be provided to school and Transportation officials.

F. General Considerations for an Effective Trip

1. Whenever possible, teachers should visit the site prior to the ~~field trip~~off-campus instructional activity to familiarize themselves with the actual location.
2. Students should be made aware that the rules for riding a bus on an off-campus instructional activity ~~field trip~~ are the same as on the regular home to school bus.
3. To ensure that the bus arrives back at the school by the 1:45 p.m. deadline the driver and off-campus instructional activity ~~field trip~~ group leader will agree on the time and location for the group to meet back at the bus for the return trip. Group leaders must take every possible precaution to ensure students return to the bus at the agreed upon time.

Students on an off-campus instructional activity ~~field trip~~ do not all ride the same bus between home and school. This is true for elementary, middle and high schools. Therefore, anytime a bus returns late from an off-campus instructional activity ~~field trip~~, the departure of regular afternoon home-to-school buses must be delayed, causing other students not participating on the off-campus instructional activity ~~field trip~~ to arrive home later than normal.

4. A head count should be conducted prior to departing school or the off-campus instructional activity ~~field trip~~ location, followed by an actual roll call as soon as possible after the bus departs.
5. Arrange a pre-designated location and time to meet any student who becomes separated from the group.
6. The bus will make no unplanned stops or side trips not included in the original trip request.
7. Students will only be taken back to their school. Students may not be dropped off at or near their home on the return trip.

G. Group Leader Responsibilities

1. Ensure all students have received a safety briefing prior to departing the school.
2. Provide driver with student manifest.
4. Conduct roll calls.
5. Maintain order on the bus.
6. Assign time and location for the group to meet back at the bus.
7. Accomplish follow up report regarding accidents.
8. Ensure students are briefed to take all valuables off of the bus at the location of the off-campus instructional activity ~~field trip~~. Drivers may not be used to safeguard student valuables.

H. Driver's Responsibilities

1. Provide pre-trip safety presentation.
2. Make final determination regarding all issues related to safe operations of the bus.
3. Travel only the shortest most direct route to and from the event, making no stops or side trips (except for fueling) not included in the original trip request.
4. Obtain a copy of the student manifest.
5. Agree on time and location for the group to meet back at the bus.
6. Ensure sufficient fuel for the trip or make arrangements to re-fuel.
7. Normally, drivers will remain at the site of the event. However, if both driver and group leader agree, arrangements may be made to ensure the bus is available when the group is ready to depart, enabling the driver to depart while the group is engaged at the site.

I. School Responsibility

Ensure Transportation is provided with a signed copy of the Trip Mileage Report form. Teachers signature must be on the trip sheet.

**ALBEMARLE COUNTY PUBLIC SCHOOLS**  
**FIELD TRIP OFF-CAMPUS INSTRUCTIONAL ACTIVITY MANUAL**

**SECTION III**

**PROCEDURES DURING HEIGHTENED TERRORIST THREAT CONDITIONS OR SEVERE  
WEATHER WARNINGS/WATCHES**

A. Assessment of Threat Climate

1. All aforementioned field trip off-campus instructional activity procedures remain in effect during periods of elevated terrorist threat conditions. However, additional administrative steps are also warranted during certain heightened threat conditions to ensure field trip off-campus instructional activities are conducted safely and without incident. No field trip off-campus instructional activities will be allowed to areas under an imminent threat warning.
2. ACPS policies and guidelines for operating field trip off-campus instructional activities during heightened terrorist threat levels are predicated on US Department of Homeland Security threat advisory guidelines.
3. In an effort to ensure conditions are favorable to conduct field trip off-campus instructional activities, the Superintendent, Chief Operating Officer, ~~Executive Director for Support Services~~, and local law enforcement officials will consult all available resources to accurately determine threat climates locally as well as in other geographic regions where field trip off-campus instructional activities may visit.

## **B. Procedures**

1. During times of heightened threat assessments all travel will be subject to the guidelines established in the ACPS response to the Homeland Security Advisory system.
  - a. Elevated threat alert - all ~~field-trip~~off-campus instructional activities traveling out of the county will be subject to review according to the alert status of the destination and the recommendation of law enforcement officials.
  - b. Imminent threat alert - all trips regardless of destination will be subject to review according to the alert status of the destination and the recommendation of law enforcement officials.
  
2. Prior to each trip schools must arrange and verify that the following has been completed:
  - a. Each separate group carries with them:
    1. A functional mobile communications device.
    2. A manifest with student names and parent emergency contact number (preferably more than one.)
    3. Alternative itinerary and travel route based on possible contingencies
    4. Alternative housing contingencies
    5. Alternative feeding contingencies
    6. Law enforcement contact information at the destination
    7. A plan, coordinated with building administrator for contacting parents after hours.
  
3. On over night trips, students, chaperones, or sponsors requiring medication should bring extra supplies.

## **C. Severe Weather**

~~Field-trips~~Off-campus instructional activities should not depart any school or safe haven during severe weather warnings. Should warnings occur while on an off-campus instructional activity, ~~field-trip~~, participants must seek cover at other school facilities or suitable shelter. Buses should only be used as a shelter as a last resort when no other structure is available.



APPENDIX

1. Albemarle County Sponsored Generic Permission Form
2. Permission Form for ~~Field Trips~~Off-campus instructional activities not Endorsed by the School Board
3. ~~Field Trip~~Off-Campus Instructional Activity Passenger Manifest
4. Bus Driver Off-Campus Instructional Activity ~~Field Trip~~ Safety Briefing
5. Albemarle County Schools Application for Educational Trip
6. Parent/Guardian ~~Field Trip~~Off-Campus Instructional Activity Release Form and Waiver
7. Parent/Guardian Privately Owned Vehicle Release Form and Waiver

**GENERIC PERMISSION FORM**

Destination: \_\_\_\_\_

Date of event: \_\_\_\_\_

Departure time:  
(From School) \_\_\_\_\_

Arrival time:  
(At the Event) \_\_\_\_\_

Return time:  
(To School) \_\_\_\_\_

Transportation type: \_\_\_\_\_

Per student costs: \_\_\_\_\_

Itinerary/activities  
in which students  
will engage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any medical problems that the teacher should be made aware of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special clothing or equipment needed: \_\_\_\_\_  
\_\_\_\_\_

Person to contact in an emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

Parents are expected to be at the school upon the arrival of the bus back at the school.

I hereby grant permission for my son/daughter to participate in the activity described above.

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Date)

A-1  
PERMISSION LETTER TO PARENTS  
(Non-School Board Sponsored ~~Field Trip~~ Off-Campus Instructional Activity)

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

Dear \_\_\_\_\_

During the \_\_\_\_\_ holiday period I am planning a trip to \_\_\_\_\_ for \_\_\_\_\_ students in my \_\_\_\_\_ class.

This trip is not an Albemarle County School Board sponsored trip. Consequently, the School Board's normal liability and accident insurance policy provides no coverage for me or the students accompanying me on the trip.

The trip has been arranged through the \_\_\_\_\_ Agency and should provide your child (ren) an appropriate, meaningful and relevant experience. I also want to assure you that proper supervision will be provided for the duration of the trip.

The cost for the trip is \_\_\_\_\_ per student. Please sign the permission slip below to indicate your approval for your son/daughter to participate in this activity.

Sincerely,

\_\_\_\_\_  
Teacher

-----  
I \_\_\_\_\_ hereby grant permission for my son/daughter to participate in the activity described above. I further understand that the trip described above is privately sponsored and in no way endorsed by the Albemarle County School Board (See policy IICA.)

~~FIELD TRIP~~ OFF-CAMPUS INSTRUCTIONAL ACTIVITY PASSENGER MANIFEST

BUS # \_\_\_\_\_

PAGE \_\_\_ OF \_\_\_

DATE \_\_\_\_\_

Passenger Signed Up:	Roll Call		Remarks
	Departure	Return	
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____
25. _____	_____	_____	_____
26. _____	_____	_____	_____
27. _____	_____	_____	_____
28. _____	_____	_____	_____
29. _____	_____	_____	_____
30. _____	_____	_____	_____
31. _____	_____	_____	_____
32. _____	_____	_____	_____
33. _____	_____	_____	_____
34. _____	_____	_____	_____
35. _____	_____	_____	_____
36. _____	_____	_____	_____
37. _____	_____	_____	_____
38. _____	_____	_____	_____
39. _____	_____	_____	_____
40. _____	_____	_____	_____

A-3

## BUS DRIVER

FIELD TRIP/OFF-CAMPUS INSTRUCTIONAL ACTIVITY SAFETY BRIEFING

HELLO, I AM \_\_\_\_\_ AND I'M YOUR DRIVER FOR TODAY'S FIELD TRIP/OFF-CAMPUS INSTRUCTIONAL ACTIVITY.

BEFORE WE GET STARTED I WANT TO TAKE A MOMENT TO EXPLAIN SOME SAFETY REQUIREMENTS AND SAFETY FEATURES OF THE BUS. ONCE THE BUS IS IN MOTION, ALL ARMS, LEGS AND HEADS MUST REMAIN INSIDE...IT IS IMPORTANT THAT EVERYONE REMAIN PROPERLY SEATED... STANDING OR WALKING WHILE THE BUS IS MOVING IS NOT PERMITTED...ALSO, THE CENTER AISLE AND ALL EMERGENCY EXITS MUST REMAIN CLEAR AT ALL TIMES... IF FOR ANY REASON WE HAVE TO EVACUATE THE BUS, THERE ARE (#) EMERGENCY EXITS LOCATED (*POINT OUT EACH EXIT*)...DEPENDING ON THE SITUATION, WE MAY HAVE TO EVACUATE USING ANY ONE OF THE EXITS OR ALL OF THEM AT THE SAME TIME... YOU ARE ASKED TO PLEASE KEEP CONVERSATION DOWN TO A LEVEL THAT WILL PERMIT THE DRIVER'S INSTRUCTIONS TO BE HEARD THROUGHOUT THE BUS...ALSO; HEADSETS MUST BE USED TO PLAY ALL AUDIO OR VIDEO EQUIPMENT...IN ADDITION TO THESE SAFETY REQUIREMENTS, THERE ARE SEVERAL EMERGENCY SAFETY ITEMS ONBOARD THE BUS, THEY INCLUDE: A FIRST AID KIT, FIRE EXTINGUISHER, AND EMERGENCY ROAD REFLECTORS LOCATED AT THE FRONT OF THE BUS (*POINT OUT THESE ITEMS*). IF THE BUS WAS INVOLVED IN AN ACCIDENT, YOU MIGHT BE REQUIRED TO OPERATE CERTAIN EQUIPMENT TO INCLUDE: THE FRONT LOADING DOOR, EMERGENCY EXIT DOORS OR WINDOWS, THE EMERGENCY WARNING LIGHTS, TWO-WAY RADIO AND/OR THE EMERGENCY BRAKE...PLEASE WATCH CLOSELY AS I DEMONSTRATE THE OPERATION OF EACH OF THESE FEATURES (*DEMONSTRATE*)...THIS CONCLUDES THE BRIEFING...ARE THERE ANY QUESTIONS?

A-4  
ALBEMARLE COUNTY SCHOOLS  
Application for Educational Trip

School: \_\_\_\_\_ Class or Group: \_\_\_\_\_

Teacher/Sponsor: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Destination: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

-----  
Educational Objective (s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pre-Activity (ies): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow-Up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inclusive Date (s) of Trip: \_\_\_\_\_  
(Day of Week) (Date) (Day of Week) (Date)

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

-----  
Application Date: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

PARENT/GUARDIAN ~~FIELD TRIP~~ OFF-CAMPUS INSTRUCTIONAL ACTIVITY -RELEASE FORM AND WAIVER

I am the parent or guardian of \_\_\_\_\_, a minor. As part of the school field schedule for \_\_\_\_\_, I have requested of school officials that my son/daughter \_\_\_\_\_ be permitted to travel in a private vehicle to this ~~off-campus instructional activity field trip~~ with \_\_\_\_\_. I hereby authorize my child to travel in this private vehicle and with this person, instead of a school- provided transportation, even though I realize and understand that the Albemarle County Public Schools are not required to do so.

As a result of my request, I agree to assume all responsibility for and risk of injury to my child as a result of this private transportation arrangement. I agree to indemnify and hold harmless the Albemarle County Public Schools or its respective officers, employees or representatives from any claims, including attorney’s fees, which I might make on my child’s behalf or which might be made on his/her behalf by others, or which might be made against me by others, arising from my child’s transportation in a private vehicle to this ~~off-campus instructional activity. field trip.~~

I agree that it shall be my sole responsibility to ensure that the driver/owner of the private vehicle in which I have authorized my child to travel carries adequate liability and casualty insurance as required by Virginia law, and that such vehicle is in a safe condition. I further agree that the Albemarle County Public Schools shall have no responsibility or liability whatsoever in the event such driver/owner vehicle lacks adequate insurance or that the vehicle is unsafe or defective in any manner. If required by school officials, I agree to provide written evidence of such insurance.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

RELEASE FORM  
PARENT/GUARDIAN PRIVATELY OWNED VEHICLE  
RELEASE FORM AND WAIVER

Date of ~~Off-Campus Instructional Activity~~~~Field Trip~~/Athletic Event: \_\_\_\_\_

Description of ~~Off-Campus Instructional Activity~~~~Field Trip~~/Athletic Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have agreed to provide transportation to students from \_\_\_\_\_ School in my private vehicle for a school-sponsored ~~off-campus instructional activity~~~~field trip~~/athletic event. I agree to assume all responsibility for and risk of injury to children riding in my private vehicle on this trip/event.

I agree to indemnify and hold harmless the Albemarle County Public Schools or its respective officers, employees or representatives for any claims, including attorney’s fees, which might be made on behalf of others, or which might be made against me by others, arising from having been transported in my private vehicle for this trip/event. I agree further that the Albemarle County Public Schools and its respective officers, employees or representatives shall have no liability whatsoever, of any kind, that may arise from the provision of transportation or related services by me as stated above.

I agree to provide written proof that I have adequate liability and casualty insurance as required by Virginia law and the Albemarle County Public Schools and that my vehicle is in safe operating order. I further agree that the Albemarle County Public Schools shall have no responsibility or liability whatsoever in case of injury or damages that may result from my providing transportation in my private vehicle for this trip/event.

Dated: \_\_\_\_\_

\_\_\_\_\_

Signature