

# Field Trip Overview Checklist – Long, Extended or International Trips



**Goal:** To ensure the safety and well being of the students involved, to keep parents informed and to communicate with all necessary persons/parties at the school.

## Long, Extended or International Trips

For trips involving 4 to 5 days within BC and Washington State, or, any travel outside BC but within Canada.  
For trips greater than 5 days within Canada, or, any travel outside of Canada and Washington State.

### 18 months before the trip:

- Obtain appropriate form (long trip or extended/international trip) and review carefully.
- Review/develop the concept with the Principal.
- Find out if there would be interest from parents and students; make clear the trip is at the investigation stage.
- Meet with school administrator to determine whether to proceed with field trip planning.
- If there is sufficient parent and student interest/support school administrator will notify Superintendent of proposed field trip.
- Once the trip has received approval 'in principle' from the board and superintendent, school staff may go ahead with planning and fundraising.
- Meet with the school administrator to review the Field Trip Checklist form.

### At least six to twelve months before the trip:

- Gather more information, including costs for trip and TOC.
- Submit the appropriate completed Field Trip Application form to administrator.
- Send out tentative letter to parents and students.
- Bring detailed plans including the above to the administrator.

### At least three months before the trip:

- Send a letter home confirming the proposed field trip has received Board 'approval in principle'.
- Send Consent Waiver and [Medical History](#) forms to parents/guardians to be completed and returned to the school.
- Collect all money and turn into office.
- Return to Board for approval of final itinerary.

### At least three weeks before the trip:

- Refer to earlier guideline information in this document.
- Update administrator to any changes to the originally filed plans.

## Field Trip Overview Checklist – Long, Extended or International Trips



**Transportation** - Be sure you are very clear on school and District policy regarding transportation. If you have any questions please see administrator.

- Alternate transportation must be approved by Transportation Supervisor and Administration.  
Name Alternate \_\_\_\_\_
- If students are being transported by volunteer drivers do you have permission from all parents for students to ride with a volunteer driver.
- Volunteer Driver and Criminal Record Search forms have been completed.
- Collected fee if applicable. This would include bus costs and/or admission costs and your substitute cost if a substitute is required.

### **Estimating the cost of a school bus for field trips**

There is a flat hourly rate which includes bus driver and mileage. To calculate the cost, multiply the estimated number of hours you will be away by the flat hourly rate. The bus has 28 double seats, therefore, the bus capacity is 56 secondary students.