

**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.

## Short Trips

For trips involving 3 days or less within BC and Washington State.

At least three weeks before the trip:

- Complete short trip application form and submit to principal.
- Complete [Field Trip Cost](#) form if applicable and submit to principal.
- Meet with school administrator to review this form.
- Check school activity calendar for any conflicts.
- Make all necessary bookings (i.e. buses or alternate transportation, admission reservations, etc.).
- Set up deadline date for collection of money (if necessary).
- Present students with information.
- Hand out Field Trip explanation, [Consent and Waiver Notice to Parents](#) and [Medical History](#) forms.
- Make students, teachers and parents aware of roles and responsibilities.
- Hand out to all teachers at the secondary level, and to the administrator at the elementary level, a list of all students planning to go on the trip.

Two weeks before the trip:

- Hand out teacher permission forms if field trip is for secondary students.
- Confirm all bookings, buses, etc.
- Collect parent consent and medical forms, keep on file.
- Book Teacher on Call if necessary.
- Students with academic/behaviour difficulty need to be identified by their teacher(s).

Three days before the trip:

- Check all student forms for teacher signatures and information.
- Make a list of participants for the office.
- Review this form with the school administrator.
- Turn in all Consent and Waiver Notices to Parents collected from students to administration, along with list of participants.
- Leave a list of students and classes they will be absent from in the office with the attendance secretary.
- Arrange for the use of a school cellular phone.

## Field Trip Overview Checklist – Short 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.