

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 604.7.2.2P Adopted October 1977 Revised March 2016

Title **Overnight Field Trip Request**

Date of request: _____

Name of school and staff member(s) planning trip: _____

Name/cell phone of supervisor attending the trip: _____

Name and address of sponsoring group or organization (if any): _____

Subject area: _____

Location of trip (city, state): _____

Dates of trip: _____ Event (if any): _____

Number of students on trip: _____ Number of school days missed: _____

Number of staff attending: _____ Number of parents or guardians attending: _____

Educational objectives of proposed trip: _____

Expenses paid by district: _____

Expenses paid by fundraising or sponsor: _____

Expenses paid by students: _____

Special travel and lodging arrangements: _____

Type of transportation to be used: _____

If Type III transportation (school or rental van or automobile):

- Are drivers Type III certified/trained? Yes No
- Are vehicles Type III certified/inspected? Yes No

Attach an itinerary (including dates)

Other information: _____

Approved by:

Principal

Date

Director of Secondary Education or
Director of Elementary Education or
Director of Special Education

Date

Overnight Field Trip Checklist

_____ **Read Administrative Regulation 604.7.2AR, Overnight Field Trips**

_____ **Complete District Procedure 604.7.2.2P, Overnight Field Trip Request**

- Attach an itinerary of your trip to the form before submitting; include hotel name and phone, transportation plans and cell phone numbers of all adult supervisors
- Submit to principal and director of secondary education for signatures at least four weeks in advance unless it is a state tournament
- Provide a copy of your request and itinerary to Athletic Director or Arts/Activities Director four weeks in advance of the trip

_____ **District Procedure 604.7.2.4.1P, Overnight Field Trip – Student Medical Treatment Information and Permission, two copies are required for each student**

- Original to coach/trip supervisor to carry on the trip
- Second copy with Athletic Director or Arts/Activities Director

_____ **All volunteers must read Administrative Regulation 806.5AR, Volunteers and complete District Procedure 806.5P, Guidelines for Volunteers**

- Originals to the Athletic Director or Arts/Activities Director

_____ **Background checks must be completed through the District 196 Human Resources Office on Level 3 volunteers** including parents working with student athletes, other chaperones, etc. (this does not pertain to shadow trips)

_____ **Requisition buses from District 196 Transportation**

_____ **Employees driving students must be Type III certified!** See Administrative Regulation 707.12AR, Transportation of Students by Employees in a Type III (Car or Van) Vehicle

_____ **Rental Vehicles: It is against federal law to use 15-passenger vans**

- For in-season events for which you are not required to pay taxes, rental vans should be paid for with a district P-Card, not a personal credit card
- A vehicle rented in Minnesota must comply with the requirements of a Type III vehicle (for example, a minivan, like a Dodge Caravan that seats 6-7 people) and a display valid State of Minnesota inspection sticker on the windshield
- A vehicle rented outside of MN is not required to have an inspection sticker but may only seat 10 or fewer passengers in compliance with federal law
- It is *strongly advised* that you buy the full insurance coverage for any rental vehicles; to receive a certificate of district insurance, email a list of dates and the name of the rental company to District 196 Legal Services: jill.coyle@district196.org or peter.shaw@district196.org

****REMEMBER** – Only employees who are TYPE III CERTIFIED may drive students!

_____ **If you need, or someone requests from you, a certificate of insurance, contact District 196 Legal Services** (for example, when renting vehicles, or using fields and gyms out of state you should request this umbrella of coverage if required by the organization you are dealing with)

_____ **Read and review Overnight Field Trip Expectations and Guidelines with parents and students**

_____ Remind everyone supervising students that they are legally responsible for the entire duration of the trip, therefore, **NO alcoholic beverages can be consumed by any supervisor at any time on the trip** (Section 5.4, Administrative Regulation 604.7.2AR, Overnight Field Trips – in packet)

Always double check the regulation and procedures for accurate and up-to-date information.