Procedures and Criteria for Field Trips

Effective 2010-11
GENERAL INFORMATION

Educational field trips may be developed by each school to provide a variety of experiences and enhance the student's educational opportunities. Although field trips are adjunct to the instructional program, each is a learning activity and bears a direct relationship to the normal school experience.

For optimum student benefit, each field trip must be well planned beforehand and thoroughly evaluated after completion. The teacher or sponsor in charge of the group is responsible for the activity just as if it were conducted at school. All students within the class or school group must be given the opportunity to participate in the field trip.

This manual, Procedures and Criteria for Field Trips, has been developed to assist schools in planning and conducting educational field trips and travel to school-oriented activities off campus. The overall objective is to facilitate optimum learning experiences through educational field trips and school-sponsored student travel to approved activities.

APPROVAL OF FIELD TRIPS

Sponsors for educational field trips or student travel to approved school activities should first discuss the proposed trip and/or activity with the principal and obtain approval to proceed with plans for the field trip.

A completed SPONSOR’S APPLICATION FOR PERMISSION TO PLAN AN OFF-CAMPUS FIELD TRIP OR ACTIVITY Form must be approved by the principal and submitted to the Area Superintendent for review. In the event a trip would require students to be absent from school for more than two days, the field trip must be approved by the Area Superintendent.

NOTE: Field trips are not approved for students to attend motion pictures that have restricted ratings (R, X, etc.)

APPROVAL OF THE SCHOOL BOARD

Educational field trips or student travel to activities/events outside the state of Florida, on school days or non-school days should be submitted for approval of the School Board.

PARENT PERMISSION AND STUDENT RESPONSIBILITY

Permission for a student to participate in an educational field trip, or travel as a member of a school class or group to approved off-campus activities, must be obtained from the student's parent or guardian. Three (3) forms are approved as parent permission forms and should be used accordingly. Copies of all forms may be obtained from Printing Services.

1. Parent Permission and Responsibility Statement for Off-Campus Activity

- To be used for individual student trips, all classes, or groups (except bands, choral groups, cheerleaders, and athletic teams) for each field trip or activity off campus.

- This form may also be used by schools when higher risk activities are going to take place on-campus and a parent’s permission for their child to participate is desired or warranted. If this is the case, the activity should be fully explained on a separate sheet of paper and attached to the permission slip.
2. Medical Release Form for Out-of-County or Overnight Travel

- To be used by members of bands and choral groups for all transportation when school buses or approved commercial buses are used. Each student must complete one form which remains in effect the entire school year unless canceled in writing by the parent or guardian.

- If the band or choral group uses privately owned motor vehicles to transport students, a Parent Permission and Responsibility Statement for Off-Campus Activity form that outlines the transportation arrangement must also be obtained.

3. Parent Permission and Responsibility Statement for Off-Campus Extra-Curricular Athletics

- To be used by members of athletic teams and cheerleading squads. In addition to the student completing a Florida High School Athletic Association form EL-2 – Participation and Physical Evaluation and form EL-3 – Consent and Release from Liability Statement; each student must complete the Parent Permission and Responsibility for Off-Campus Extra-Curricular Athletics form which remains in effect the entire school year unless canceled in writing by the parent or guardian.

BOARD POLICIES REGULATING TRANSPORTATION

The following Board Policies must be followed in making arrangements for all transportation involving students throughout the district. Schools should read these policies carefully to know the Board’s position with regard to transporting students to and from off campus events. A short summary of these policies is as follows:

- **Board Policy 8640 – TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS:** describes when school buses must be used to transport students, under what circumstances vehicles other than school buses may be used, and what must be considered in making arrangements for student transportation. The basic tenet one may learn from this policy is if the student is required to attend school or activities that are required for a class, or is part of a grading requirement for a class during the regular school day, or any other activity whereby a student is compelled (required) to attend then a school bus or special purpose vehicle must be used to transport the student. For example school buses or special purpose vehicles are required:
  
  - When the district transports students to and from school at the start of the regular school day and at the conclusion of the school day as outlined in Florida statute.
  
  - For travel involving educational field trips where attendance is required (no alternative educational opportunity without travel is made available to the student) in order to complete a course requirement.

Schools are not required to make arrangements for school buses or special purpose vehicles if the student is not compelled (not required to attend per Florida Statute) to attend the activity. If the school determines that they are not required to make transportation arrangements they should inform the student and their parent/guardian that transportation will not be provided and the responsibility for transportation completely rests with the parent/guardian and the student. If this is the case the school should advise the parent/guardian and student of the dates and times students are to be at the off campus location if they wish to participate in the activity.
The district will not evaluate the type of vehicle used as transport to the off-campus activity nor verify the driver is an adult or that they have a valid driver’s license and insurance, provide any oversight in assigning a driver, assign passengers to the vehicle, or take any responsibility for this transportation arrangement.

Though schools are not required to make transportation arrangements for non-compelled activities (not required to attend per Florida Statute) in order to have proper attendance on the field trip or extracurricular activity, the school may choose to do so.

**When Schools Choose to Provide Transportation for a non-compelled student activities:**

If the school chooses to arrange transportation then they must consider using school buses or special purpose vehicles before other modes of travel are considered. If school buses or special purpose vehicles are not available or practical when needed for the trip or activity, then the school may utilize privately owned vehicles. If this mode of transportation is chosen:

- Student drivers are **not** permitted to drive privately owned, rented, or district owned vehicles
- The school must follow the requirements found in Board Policy 8660 – Transportation by Private Vehicle and Board Policy 8475 – Criminal Background and Employment - Nondistrict Personnel (specifically section L., Volunteers).

The following are examples of when a private vehicle may be used to transport students:

- Travel during the school day when released to participate in extra-curricular activities and after the normal school day for travel to an athletic contest or practice as part of the districts athletic program sponsored under the Florida High School Athletic Association.
- Travel associated with school sponsored and non-school sponsored student clubs, debate practice and competition, cheerleading practice and competition, intramural sports practice and competition, student government, surfing clubs, etc.

**Board Policy 8660 – Transportation by Private Vehicle:** outlines the specific requirements that must be met when using privately owned vehicles to transport students. This policy requires the school to verify the following:

- The vehicle driver has a valid Florida Drivers License.
- The vehicle owner shows evidence they have adequate automobile liability insurance at the time of the trip. A “Statement of Insurance on Private Vehicles” form should be obtained to meet this requirement.
- Vehicle is designed to transport (10) or fewer occupants and the vehicle meets all Federal motor vehicle safety standards for passenger cars. The administrative procedures for this policy should be reviewed for additional requirements for these vehicles.
- Students must be transported only in designated seating positions that have a seat belt along with all other passenger restrain systems in the vehicle.
All non-student drivers complete a valid background screen as found in Board Policy 8475 – Criminal Background and Employment - Nondistrict Personnel, specifically section L. for volunteers.

In addition to the above, this policy provides very specific information with regard to private vehicle use when a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances. The policy also describes private vehicle use during extra-curricular activities or activities that are limited to a single event. The key to this policy is that all private vehicle use when transporting students except for illness or transport to medical treatment facility, require the school to notify the parent or guardian in writing regarding the transportation arrangements and the school must receive written consent from the parent or guardian before a student is transported in a privately owned vehicle. The “Parent Permission and Responsibility Statement for Off-Campus Activity” and/or “Parent Permission and Responsibility Statement for Off-Campus Extra-Curricular Athletics” forms included in this brochure are the only approved forms that meet the requirements of this policy.

- **Board Policy 8475 – Criminal Background and Employment - Nondistrict Personnel:** This policy outlines all background screening requirements the district employs. The section most appropriate for student transportation is section L of this policy. The specifics related in section L are as follows:

- **Volunteers** - A volunteer is any individual providing direct services for the District at the request of District personnel. Brevard Public Schools recognizes two (2) types of volunteers.

  - All individuals must be on the District's approved volunteer list before they may begin volunteering and show their picture ID at sign-in if requested.

  - **Listed Volunteer:** A "Listed" volunteer must complete a Volunteer in Public Schools (VIPS) application and are initially screened by the home school. "Listed" volunteers are subject to a local criminal records name check by the Office of District and School Security and a sexual predator check done by the school’s Volunteer Coordinator through the FDLE website. A "Listed" volunteer must be escorted by staff at all times, in other words they must be in sight of and within the sound of an employee or other individual that has completed a Level II background screen. A "Listed" volunteer may not be left alone with students during any activity associated with the school off campus. A "listed" volunteer may however transport students in their privately owned vehicle with the consent of the school principal if they meet the following requirements listed below. Listed volunteers must be approved prior to volunteering.

  Listed volunteers using their own privately owned vehicle to transport students are subject to meeting the requirements of "Board Policy 8660 – Transportation by Private Vehicle" and the following:

  - All transportation arrangements where a Listed or Registered volunteer is expected to drive a student in a privately owned motor vehicle must be approved in advance by the school principal and travel must commence at the school and end at the school.

    - Listed volunteers are prohibited from driving students in their own vehicle or chaperoning students in any capacity on overnight trips.
Listed volunteers are prohibited from transporting a single student alone in their vehicle unless that student is their own child.

Listed volunteers may transport one or more students in their vehicle only if a school board employee or registered volunteer is in the Listed Volunteer’s vehicle during the entire time students are in the vehicle, and/or:

Listed volunteers may transport two or more students in their vehicle only if an employee or registered volunteer is in a vehicle within eye site of the Listed Volunteer at all times during the trip.

Any Listed volunteer that does not abide by all of the above rules is subject to losing their volunteer status and will not be allowed to transport students to and from school events in the future.

Registered Volunteer: A "Registered" volunteer must complete a Volunteer in Public Schools (VIPS) application and must undergo a Level II background screening. An individual seeking "Registered" status is responsible for paying the cost of the Level II background screening. Volunteers with "Registered" status may be left unsupervised with students, chaperone overnight field trips, handle money, and keys. Once all vehicle-transportation requirements of Board Policy 8660 – Transportation by Private Vehicle, are met they may also transport student in their own vehicle as long as the vehicle is in compliance with our policies.

Use of School Buses

1. The school must complete and submit a Requisition for Special School Bus Transportation, signed by the principal.

2. The seating capacity on most school buses used for educational field trips is 65; however, consideration should be given to the size of students and length of the trip when determining the number of buses needed.

3. School bus loops are the official student loading and unloading area at school. Alternate loading and unloading areas must be designated on bus requisitions.

4. Travel will begin and end at the school. Students will not be picked up or let off at other locations.

5. Travel is permitted to the places and areas designated on the bus requisition only.

6. Only those students who are official members of the class or group, their sponsors, and chaperones are permitted to travel on the school bus.

7. Student responsibilities and conduct on school buses while on field trips are the same as traveling to and from school. Sponsors and chaperones are responsible for maintaining proper student conduct.

NOTE: Standards of conduct for riding a school bus are also included in the Elementary and Secondary Student/Parent Handbooks.
8. Costs, such as tolls, admission fees, etc. are to be paid by the sponsor. Also on overnight trips, the driver's meals and lodging expenses are to be paid by the sponsor.

9. Inform the Transportation Department immediately when a scheduled trip is canceled. Schools are charged a 2-hour minimum when a bus is sent to a school and the trip has been canceled.

10. The sponsor will sign the driver's Trip Report (TR-4) at the conclusion of travel verifying the completion of the trip.

Use of Private Vehicles

When a school desires to use private vehicles to transport students they must read and follow Board Policy 8660 and any administrative procedures associated with this policy to obtain a complete description of what circumstances are acceptable for transporting students in a private vehicle and what types of vehicles are acceptable for such use.

Schools may only use vehicles other than school buses for the transportation of students if the vehicle is a federally defined passenger car or multipurpose passenger vehicle (MPV) meeting passenger car safety standards. Both the private passenger car and multipurpose passenger vehicle must not be designed to carry more than 10 persons. Students may only be transported in designated seating positions and shall be required to use the occupant crash protection system (seat belts, shoulder harness, etc.) provided by the vehicle manufacturer at all times during transport. Trucks (except for trucks required by a district sponsored agricultural program on a non-improved roadway), 15-passenger vans (including full-size vans converted into a bus and used to transport more than 10 occupants), motorcycles, and trailers may not be used to transport students.

Special consideration for multipurpose passenger vehicles (MPVs): MPVs include minivans and sport utility vehicles designed to transport fewer than 10 passengers. The Department of Education, School Transportation Section has replaced the complete prohibition from districts owning, renting, or utilizing MPV's containing roll-over warning stickers to transport students and replaced this prohibition with the following:

*Recognizing the higher risk of rollover associated with the short wheelbase "utility vehicle" subcategory of MPVs (as opposed to the larger sport utility vehicles and minivans), federal regulations require that utility vehicles with a wheelbase of 110 inches or less have a rollover warning label affixed to the driver's sun visor (Title 49 CFR, Part 575.105). School districts and charter schools are advised not to use these vehicles to transport students. (DOE, TAN No. T-07-03, 8/30/06).*

As a result of this change, schools should exhaust all other forms of transportation before considering the use of a vehicle containing a roll-over warning sticker to transport students.

USE OF BUSES BY NON-SCHOOL GROUPS

Non-school groups shall not be authorized to use school buses without prior approval of the School Board. Passengers on buses used for educational field trips or any school related trip shall be limited to students who are official members of the school class or group, their sponsors, and chaperones.

CHAPERONES

All educational field trips and other school sponsored student travel must be adequately supervised and chaperoned by a faculty member(s) with abilities and interests paralleling the interests and objectives of the class or group. A certificated faculty member will be designated as the sponsor, and
other staff members or parents designated as chaperones as appointed by the principal. The number of chaperones will be based on the number of students participating and the specific needs of the trip. No group or individual shall participate in an educational field trip or school sponsored travel unless properly supervised and chaperoned consistent with the provisions of this manual.

The minimum number of sponsor/chaperones on all field trips or school sponsored student travel shall be one (1) for each ten (10) students.

NOTE: A sponsor or chaperone may not bring his/her own child on a field trip unless the child is an official member of the class or group.

SPONSORED FIELD TRIPS

In some cases community organizations or groups may desire to recognize a school group for special ability or scholarship by inviting the group to make a trip with all expenses paid. Such trips must be approved by the principal and area superintendent.

ITINERARY

An itinerary must be filed in the principal's office by the sponsor or sponsoring organization. Two (2) school contact persons, not making the trip, must be identified for parents, with each contact person's phone number in order to respond to calls or questions concerning the trip. Names of the contact persons and their phone numbers are to be listed on the form, Parent Permission and Responsibility Statement for Off-Campus Activity. (Page 9)

ACCOMMODATIONS

All arrangements for accommodations while on an educational field trip or school sponsored student travel must be reviewed and approved by the principal before travel begins; where applicable, hotel/motel reports are to be submitted by the sponsor at the conclusion of the trip.

COST OF THE TRIP

All arrangements for payment of expenses, including costs of accommodations for individual students, student groups, and chaperones incurred on school-sponsored trips shall be the responsibility of the school. All such arrangements shall have prior approval of the school principal. Students shall not be charged for school bus transportation in excess of the actual costs to the school. No student shall be denied participation in a field trip for inability to pay any fee or charge imposed.

INSTRUCTIONAL OBJECTIVE

An educational field trip is an extension of the classroom and regular classroom instruction. A specific instructional objective(s) should be included in planning the activity since approval is based largely on the educational benefit to the students participating in the field trip. Consideration must also be given to students keeping up with instruction in other classes and making up work missed as a result of participation in the field trip.
LOSS OF SCHOOL TIME

A statement of instructional objective(s) must be included for any trip that results in loss of school or instructional time. Where possible, trips should be scheduled without loss of school or instructional time, i.e. student holidays, spring vacation, or during the summer vacation.

In the event a trip would require students to be absent from school for more than two (2) days, the trip must be approved by the principal and area superintendent.

All students on educational field trips or travel to school-related activities shall be official members of the class or groups enrolled in the school.
SPONSOR’S APPLICATION FOR PERMISSION TO PLAN AN OFF-CAMPUS FIELD TRIP OR ACTIVITY

_______________________________________________________               __________________________________________________

School          Date

To: ___________________________________________, Principal   From: _________________________________________, Teacher

Request is made for _____________________________________________________________________________________________________

Group/Class
to be given permission for the following field trip/activity:

Instructional Objective: __________________________________________________________________________________________________

____________________________________________________________________________________________________________

Number of students involved: _____________________

Place/or Destination: ____________________________________________________________________________________________________

Dates:  From ________________________         To _______________________________

Departure: Time _______________________      Return Time _______________________________

Drivers of private vehicles have been informed of liability, have a current Level II background screen, will use an appropriate vehicle per Board Policy 8660, have a valid Florida Driver’s License, and completed Statement of Insurance on Private Vehicles form.  

__________Yes  ____________No   (check one)

Chaperones: __________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Accommodations (If required): ___________________________________________________________________________________________

It is understood that Parent Permission and Responsibility Statements (permission slips) will be obtained prior to starting the field trip/activity.

Approved: ___________________________________________     ________________________________ 

Principal         Date

FOR FIELD TRIPS OR ACTIVITIES INVOLVING MORE THAN TWO (2) DAYS MUST HAVE AREA SUPERINTENDENT APPROVAL:

Approved: ___________________________________________     ________________________________ 

Area Superintendent         Date
SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

PARENT PERMISSION AND RESPONSIBILITY STATEMENT FOR OFF-CAMPUS ACTIVITY

______________________________________________          ____________________________________
School Name                          Date

______________________________________________          ____________________________________
Student’s Name (please print)                   Grade / Class

Activity / Event: ___________________________________________________________________________________________
List activity (ies) in detail or attach an outline that details all activities occurring during the trip.

On ________________________________        _____________________________________________________
Date(s) of Event         Teacher(s)/Sponsor in Charge

TRANSPORTATION BEING PROVIDED (check all that apply)

☐ - Walking                             ☐ - School Bus                      ☐ - Commercial Carrier (bus)                          ☐ - Privately Owned Vehicle
☐ - Leased Vehicle                    ☐ - County Vehicle                    ☐ - None                                             ☐ - Other ________________________
                                                                                                     (Describe)

DRIVERS OF PRIVATE OR LEASED VEHICLES (check all that apply)

☐ - Listed Volunteer              ☐ - Registered Volunteer            ☐ - Teacher or Staff Member                          ☐ - Other ________________________
                                                                                                     (Describe)

TYPE OF ACTIVITY (Check all that apply)

☐ - Field Trip To _______________________________ (Describe activity)                          ☐ - On Campus Activity

Parents should direct questions concerning the activity to the School Office or the following school personnel:

1. Name _____________________________________ Telephone: (___) ______-_________ (___) ______-___________
Teacher – Sponsor in Charge                          (School Number)         (Mobile Phone)

ALL THE ABOVE TO BE COMPLETED BY THE SCHOOL

PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS

1. I understand that participation in this activity is voluntary, that it is not required, and that it exposes my child to some risk(s).
2. When the school does not provide transportation, the parent or guardian and student are responsible for transportation to and from the off-campus activity.
3. The parent or guardian and student understand that the school district, its officers, agents or employees are not responsible for the student during the time he/she is traveling to or from the off-campus activity, unless the school is providing transportation.
4. The parent or guardian, and student will assume the liability during the entire course of the student's participation in the off-campus activity and will indemnify and hold the School Board of Brevard County harmless for any injury or accident or property loss involving the student.
5. Parent or guardian permission for the student to participate in the above activity (ies) may be withdrawn by written notification to the principal or by a change in the student’s schedule approved by the principal or designee.
6. I understand that my child will be involved in activities off school property: therefore, neither the School Board of Brevard County, or its employees and volunteers, will have any responsibility for the condition or use of any nonschool property.
7. In the event of medical emergency, I/We authorize the teacher or chaperone in charge of the Off-Campus activity to seek emergency medical treatment for my child at my expense.

Some field trips may include or have the potential for participation in swimming or other water based activities. Risks and dangers in water may arise from foreseeable or unforeseeable causes. Your signature signifies permission for your child to participate in these activities when supervised by a sponsor(s) and that you will indemnify/hold the School Board of Brevard County harmless for any accident or injury; and hereby assume all risks and dangers and all responsibility for any injury, loss, and/or damage that may occur while your child is engaged in the water related activity (ies).

I/We have read and understand the information above and accept the designated responsibilities. I hereby grant participation in all aspects of this trip - ☐ Granted        ☐ Denied        ☐ Granted with the following exceptions: ____________________________
                                                                                                     (Describe)

_________________________________________________       ____________________________________________________
Students Signature (Optional for Elementary School) - Date                   Parent/Guardian Signature (Required for all) – Date
SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

STUDENT MEDICAL RELEASE FORM FOR OUT-OF-COUNTY OR OVERNIGHT TRAVEL

School Year ___________________

Name of Student (Please print) __________________________________________________________

Address ________________________________________________________________________________________________________________

Home Phone (_____) _________-_____________ Date of Birth _______/_______/__________ Place of Birth _________________________

Parent's Work Phone (_____) __________-_________________ Other Emergency Phone (__) ___________-_____________________

This agreement to travel and participate in activities or events sponsored by the Brevard County schools is entirely voluntary on our part. It is also agreed that we will abide by all the rules set down by the School Board of Brevard County and the school.

The School Board of Brevard County, its school principals, and its teachers desire that students and parent(s) or guardian(s) of students have a thorough understanding of the implications involved in a student's participating in a voluntary extracurricular activity. For this reason, it is required that each student in the Brevard County schools and his/her parent(s) or guardian(s) read, understand, and sign this agreement prior to the student being allowed to participate in any out-of-county or overnight school trips.

1. I/We, the undersigned, as parent(s) or guardian(s), give my/our consent for the student identified herein to participate in activities as a representative of his/her school.

2. I/We will assume the liability during the entire course of the student's participation in the off-campus activity and will indemnify and hold the School Board of Brevard County harmless for any injury or accident or property loss involving the student.

3. I/We understand that all school officials will complete required accident insurance forms, after which all claims under insurance policy, or policies, for injuries received while participating in school events, shall be processed by the student, his/her parent(s), or guardian(s) through the company agent handling the student's insurance policy and not through the school officials.

4. I/We hereby accept financial responsibility for equipment or instruments lost, stolen, or damaged.

5. I/We authorize the school to transport and to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel. I/We also agree that the expenses for such transportation and treatment shall not be borne by the school district or its employees.

6. I/We accept full responsibility and hereby grant permission for my/our son/daughter to travel on any school related trip by bus or privately owned motor vehicle driven by a licensed driver employed or not employed by the district. This statement remains in effect until the end of this school year unless cancelled by me/us in writing to the school.

7. Some extracurricular activities may include or have the potential for participation in swimming or other water based activities. Risks and dangers in water may arise from foreseeable and unforeseeable causes. I/We give permission for my child to participate in these activities when supervised by a sponsor(s) and I will indemnify and hold the School Board of Brevard County harmless for any accident or injury; and hereby assume all risks and dangers and all responsibility for any injury, loss, and/or damage that may occur while my child is engaged in the water related activity (ies).

________________________________________________________        _____________________________________________________________
Student's Signature       Mother's or Guardian's Signature

________________________________________________________        _____________________________________________________________
Date        Father's or Guardian's Signature

(OFFICIAL SEAL)

State of Florida, County of ____________________________. Sworn to and subscribed before me this ________ day of _________, 20 _________ by ___________________________________________, who is personally known to me or who has produced ______________________ as identification.

_______________________________________________________________      ________________________________________________________________________
Signature of Notary Public      Typed, Printed, or Stamped Name of Notary

_______________________________________________________________      ________________________________________________________________________
My Commission Expires              Notary Public Commission Number
SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
PARENT PERMISSION AND RESPONSIBILITY STATEMENT FOR OFF-CAMPUS
EXTRA-CURRICULAR ATHLETICS

______________________________________________          _______________________________________
School Name                            Date

______________________________________________          _______________________________________
Student’s Name (please print)                     Name of Sport(s)

Activity / Event: ______________________________________________________________________________________________
(List the extra-curricular sport(s), anticipated contest dates and off-campus practice locations or attach the schedule for both to this form)

_______________________________________________________           (_____) ________-___________
School Athletic Director              Phone Number

TRANSPORTATION BEING PROVIDED (check all that apply)
☐ - Walking    ☐ - School Bus   ☐ - Commercial Carrier (bus)    ☐ - Privately Owned Vehicle
☐ - Leased Vehicle ☐ - County Vehicle ☐ - None
☐ - Other ___________________________ (Describe)

DRIVERS OF PRIVATE OR LEASED VEHICLES (check all that apply)
☐ - Listed Volunteer ☐ - Registered Volunteer ☐ - Teacher or Staff Member
☐ - Other ___________________________ (Describe)

TYPE OF ACTIVITY (Check all that apply)
☐ - Interscholastic game or competition ☐ - Interscholastic practice(s)
☐ - Other ___________________________

Parents should direct questions concerning the athletic activity to the school Athletic Director or the following Coach:
Name _____________________________________           Telephone:    (____) _______-_________     (____) ________-_________
Coach or Sponsor in Charge                                (School Number)                             (Mobile Phone)

ALL THE ABOVE TO BE COMPLETED BY THE SCHOOL

PARENTAL AUTHORIZATION AND ACKNOWLEDGEMENT OF RISKS:
1. I understand that participation in athletics’ is voluntary, that it is not required, and that it exposes my child to some risk(s).
2. When the school does not provide transportation, the parent or guardian and student are responsible for transportation to and from the off-campus athletic activity.
3. The parent or guardian and student understand that the school district, its officers, agents or employees are not responsible for the student during the time he/she is traveling to or from the off-campus activity, unless the school is providing transportation.
4. The parent or guardian, and student will assume the liability for the student's participation in the off-campus activity and will indemnify and hold the Florida High School Athletic Association and the School Board of Brevard County harmless for any injury or accident or property loss involving the student during the entire course of the extra-curricular athletic activity.
5. Parent or guardian permission for the student to participate in the above activity (ies) may be withdrawn by written notification to the principal or by a change in the student’s schedule approved by the principal or designee.
6. I understand that my child will be involved in athletics’ off school property: therefore, neither the School Board of Brevard County, or its employees and volunteers, will have any responsibility for the condition or use of any nonschool property.
7. I certify that my child is in good heath and may participate, but in the event of medical emergency, I/We authorize the coach in charge of the off-campus athletic activity to seek emergency medical treatment for my child at my expense.
8. Some trips may include or have the potential for participation in swimming or other water based activities. Risks and dangers in water may arise from foreseeable or unforeseeable causes. Your signature signifies permission for your child to participate in these activities when supervised by a sponsor(s) and that you will indemnify/hold the School Board of Brevard County harmless for any accident or injury, and hereby assume all risks and dangers and all responsibility for any injury, loss, and/or damage that may occur while your child is engaged in the water related activity (ies).

I/We have read and understand the information above and accept the designated responsibilities. I hereby grant participation in all aspects of this trip - ☐ Granted □ Denied ☐ Granted with the following exceptions: _______________________________
(Describe)

______________________________________________          _______________________________________
Students Signature (Required for All) - Date                       Parent/Guardian Signature (Required for all) - Date
# Requisition for Special School Bus Transportation

Requisitions must be in Area Transportation office TWO WEEKS PRIOR to the trip date

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<th>DEPARTMENT OR SCHOOL</th>
<th>REQUISITION #</th>
<th>DATE OF REQUEST</th>
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<td>TIME BUS IS NEEDED AT SCHOOL</td>
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<td>ESTIMATED RETURN TIME</td>
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<td>NUMBER OF BUSES REQUIRED</td>
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<th>WHEELCHAIR SLOTS (# required)</th>
<th>SEAT BELTS (# required)</th>
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</table>

<table>
<thead>
<tr>
<th>NUMBER OF PERSONS BEING TRANSPORTED</th>
<th>ADULTS</th>
<th>STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPONSOR (S) IN CHARGE</td>
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<tr>
<th>CODE</th>
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<tbody>
<tr>
<td>☐ ATHLETIC</td>
<td>1</td>
</tr>
<tr>
<td>☐ BAND</td>
<td>2</td>
</tr>
<tr>
<td>☐ CHORUS</td>
<td>3</td>
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</tbody>
</table>

EXPLANATION

Signature of Principal or Authorized Delegate

TRANSPORTATION REQUEST ☐ APPROVED ☐ DISAPPROVED DATE ____________

BY ____________________________

14
The School Board of Brevard County, Florida requires proof of insurance coverage in force on all private vehicles used for the transportation of school sponsored groups on all in-county and out-of-county trips. The groups that may be transported include, but are not limited to, students, coaches, sponsors, faculty, and chaperones. This form is to be completed for each private vehicle used for the transportation of school sponsored groups. It is valid for the school year in which it is filed. If the insurance policy expires or is cancelled during the school year, a new statement must be submitted.

DRIVER INFORMATION

Driver's Name ____________________________________________ Age ______________________
Address __________________________________________________________________________ Phone (_____) _______ - ________
Florida Driver's License: Type ______________________ Number ______________________________

VEHICLE INFORMATION

Vehicle Make __________________________________ Year __________ Model ______________________________
License Tag ____________________________ Expiration Month / Year __________ / ________________

INSURANCE INFORMATION: THE SCHOOL BOARD OF BREvard COUNTY RECOMMENDS THE VEHICLE OWNER CARRY A LIMIT OF $300,000 COMBINED SINGLE LIMIT OR $200,000/$300,000 BODILY INJURY LIMIT.

Name of Insured(s) __________________________________ Policy Number __________________________
Insurance Company _________________________________________________________________
Policy period: From ___________________________ To ___________________________

The vehicle owner’s policy provides the recommended limits of liability coverage. ☐ Yes ☐ No

Insurance Agent _________________________________________________________________
Address __________________________________________________________________________ Telephone (_____) _______ - ________

I certify that insurance policies, subject to their terms, conditions, and exclusions are at present in force with the company indicated and that the information above is correct.

Signature of Owner/Insured ____________________________ Date ______________________
This information above has been verified.

Signature of Principal or Designee ____________________________ Date ______________________