

Nyack Union Free School District

Request for

School District Sponsored Extended Trip or Foreign Tour

No Employee shall advertise, promote, organize, arrange, or announce an extended trip or foreign tour which has not been conditionally approved by the Superintendent. All trips are subject to cancelation due to events beyond the District's control.

Section I: Conditional Approval

Date of Request: _____ Date Activity Begins: _____ Date Activity Ends: _____
School: _____ Description of Trip: _____

Number of Students: _____ Name of Organizer: _____ Contact Number: _____
Cost per participant: _____ Cost Covers: _____
Cost to District: _____ Budget Code: _____

List and describe school sponsored fund raising activities: _____

- Attach budget & Source of Funds

Type of Activity

- Academic:**
- Attach prerequisites.
 - Attach student eligibility criteria (Any students who meet the eligibility criteria and who would normally participate in the sponsoring activity will be provided the opportunity to participate).
- Athletic:**
- Attach trip rationale.

Transportation Information

All buses will be scheduled by the Transportation Office.

Requested type of bus: School buses _____ Coach Buses _____
Time of Departure: _____ Time of Return: _____ Location of Departure & Return: _____
Transportation is funded by: _____

Required Information for Conditional Approval

- Activity is scheduled when school is not in session. If not, reason must be attached.
- All Board of Education Policies, including Student Code of Conduct, will be enforced and there is identified plan for breaches in the above listed.
- Attach a list of all District employees with emergency contact phone numbers (Generally, one employee to every ten (10) students).
- Attach a list of all volunteer chaperones with emergency contacts (All chaperones must be fingerprinted and understand the duties and training required of them). This list is approved by the Superintendent.
- Non Foreign Travel: One person must have first aid training. Name: _____
- Foreign Travel: One person must have First Aid training. Name: _____
One person must have CPR training. Name: _____
- Foreign Travel: List name of any Travel Agents or Groups that are traveling with the trip:

Conditional Approval:

Principal: _____ **Date:** _____

Transportation Coordinator: _____ **Date:** _____

Asst. Superintendent for Business: _____ **Date:** _____

Superintendent: _____ **Date:** _____

Transportation Contractor: _____ **Cost:** _____ **Purchase Order #** _____

Nyack Union Free School District
Request for
School District Sponsored Extended Trip or Foreign Tour
Section II: Final Approval

Request must be submitted two weeks prior to the date of the trip
All trips are subject to cancelation due to events beyond the District's control.

Date of Request: _____ Date Activity Begins: _____ Date Activity Ends: _____
School: _____ Description of Trip: _____

Date Meeting was held with prospective parents and students: _____
Amount of the deposit to be returned if the trip is cancelled due to unforeseeable circumstances: \$ _____

Please list free or reduced tickets, accommodations or anything of value that will be given to the Nyack Union Free School District. (If any individual staff member is the recipient, please include their name. The Principal as a representative of the District will determine which employee receives a free or reduced airline ticket, hotel, or anything else of value as a result of organizing, promoting, advertising, arranging, and/or going on the trip or tour.):

Required Information for Final Approval

- Attach itinerary.
- Attach a list of area hospitals.
- Attach a final list of participants with emergency contact information.
- Attach any and all contracts (hotels, airlines, travel agencies, etc.).
- Attach signed Bus Accident Procedures form (Pink copy must be brought on trip).
- If a District employee is transporting students in their own vehicle as part of the trip, he/she must comply with the Board of Education Policy 4531. The following documents must be attached:
 - Automobile Insurance.
 - Vehicle Registration/Inspection.
 - Driver's License (The District has the right to request a driver abstract from the Dept. of Motor Vehicles).

Final Approval

Principal: _____ **Date:** _____

Transportation Coordinator: _____ **Date:** _____

Asst. Superintendent for Instruction: _____ **Date:** _____

Asst. Superintendent for Business: _____ **Date:** _____

Superintendent: _____ **Date:** _____

**Nyack Union Free School District
Board of Education Policies and Procedures**

POLICY: EXTENDED TRIPS OR FOREIGN TOURS

Extended Trips or Foreign Tours

Prior to any employee using school time to announce, organize, arrange, advertise and/or promote a school sponsored extended trips or foreign tour, the Superintendent of Schools must conditionally approve the trip. Two weeks before the date of the trip, a request for final approval must be submitted to the SUPERINTENDENT. No Nyack Union Free School District employee may receive for his or her personal benefit anything of value from any person, company, or organization to sell, promote the sale, or act as an agent or solicitor for the sale of any goods or services to any Nyack Union Free School District student while on the property of the Nyack Union Free School District or at any activity of the Nyack Union Free School District.

Extended trips or foreign tours are school-sponsored trips that involve overnight stay, airline travel or travel in excess of 200 miles round trip. (Includes co-curricular and athletic trips, regardless of source of funds).

PROCEDURE: EXTENDED TRIPS OR FOREIGN TOURS

Extended Trips or Foreign Tours

1. The PRINCIPAL, appropriate ASSISTANT SUPERINTENDENT and the SUPERINTENDENT shall approve all extended trips or foreign tours.
2. An application for the approval of (1) extended trips or foreign tours and (2) organizing, promoting, advertising, arranging, and/or announcing the trip or tour shall include the following:
 - a. The names of each employee who will organize, promote, advertise, arrange and/or go on the trip or tour.
 - b. The financial arrangements: (1) the name of each employee who will receive a free or reduced airline ticket, a free or reduced hotel accommodation, or anything of value as a result of organizing, promoting, advertising, arranging and/or going on the trip or tour; (2) the cost per participant and what the cost covers; (3) what, if any, school sponsored fund raising activities are contemplated; and, if applicable, any cost to be covered by the school district.
 - c. The name of the travel agent and the address of the travel agency.
 - d. The names of employees who will chaperone the trip. *Generally* the District requires a ratio of 1 employee for every 10 students. *Please note that volunteer chaperones are only permitted with approval of the Superintendent and all volunteers for overnight and foreign trips must be fingerprinted.* If you are requesting permission for fewer chaperones, you must provide the rationale as to why the trip does not require our recommended ratio.
 - e. The criteria for determining which students are eligible to go on the trip/tour.
 - f. A description of the instructional purpose of the trip/tour, the place(s) that will be visited, and the departure and return dates, as well as the mode(s) of transportation that will be used. In accordance with Board Policy, students may be granted credit for engaging in educational opportunities during trips/tours.
 - g. If the extended trip/foreign tour cannot be scheduled during a time in which school is not in session, a rationale should be provided as to why the trip/tour has to occur during a time when school is in session.
 - h. You must provide the name of the employee who has current CPR certification, (foreign travel only) and the name of the employee who has first aid training.
3. No employee shall advertise, promote, organize, arrange or announce an extended trip or foreign tour that has not been approved by the SUPERINTENDENT.
4. All bus transportation must be by a carrier that meets the District's insurance requirements. Trips involving airline travel must be arranged through a reputable airline and airport.

Checklist for Extended Field Trips or Foreign Tour

Pre-Trip

- ❑ Board of Education Policy #4531 and Regulation #4531 R was reviewed.
- ❑ The trip is an extended field trip or foreign tour because it involves overnight stay or is in excess of 200 miles round trip.
- ❑ The trip has been scheduled when school is not in session, unless an exception has been granted by the Superintendent of Schools.
- ❑ Conditional Request for Approval has been thoroughly completed and submitted for approval (Section I of form).
- ❑ All Board of Education policies will be enforced, including the Code of Conduct.
- ❑ The trip coordinator has negotiated a percentage of deposits that will be returned in the event that the trip must be canceled due to unforeseeable circumstances. The District will not assume responsibility for monies lost due to cancellation of trips.
- ❑ You have Field Trip Permission Forms on file for each student planning to attend using appropriate District Permission Form.
- ❑ Secure chaperones – general guideline is 1 chaperone to 10 students – make sure they understand their responsibilities. When trips involve both male and female students, you need to have a proportionate number of male and female chaperones:
 - Chaperones must be fingerprinted for overnight or foreign trips.
 - Explain the District's expectation of chaperone performance and behavior on the trip and where and how they should be stationed to appropriately supervise the students.
 - Explain the District's code of conduct, safety plan, policies on drugs and alcohol, sexual harassment and discrimination and other relevant policies. Prohibited behavior (and consequences) should be discussed.
 - Explain the rules and protocol for the trip.
 - Review emergency procedures and "what if" scenarios, such as: what to do if a student gets sick, is not accounted for, or there is an emergency at the student's home.
 - Make sure the chaperones are aware of any students with medical needs and any arrangements for medication.
- ❑ Create a budget for the trip to make sure you have costs covered, and contingency funds for unanticipated needs. A copy of the budget must be submitted with the trip packet.
- ❑ Meet with parents and students: explain all details of the trip, review the code of conduct and consequences for violations, and the responsibilities of the parents and students.
- ❑ Transportation has been secured through an approved bus contractor (remember that the parents no-fault automobile coverage is the primary coverage when a school bus is involved in an accident).
- ❑ Choose sites carefully and be alert for changes in the national threat assessment level, and seek advice and guidelines from the State Education Department or other authorities. Call ahead when planning travel to a specific venue to determine if there are closings, restrictions, or security procedures in place that makes the trip impractical. Ask if there are direct threats against the city or venue.
- ❑ Obtain final approval for the trip (attach a copy of all contracts and agreements to Section II of the Extended Trip or Foreign Tour form when submitting for final approval – keep original contracts on file in building).

During Trip:

- ❑ Supervise and monitor student behavior – expectations must be consistent with Code of Conduct.
- ❑ Limit the amount of free or down time. Schedule chaperones to supervise students during these times.
- ❑ Take 'head counts' at various times throughout the day to keep track of students and their whereabouts.
- ❑ Plan for disruptions in schedule and always have a back-up plan – do not make statements assigning fault to others.
- ❑ Make sure you have up-to-date student emergency contact information and any special medical information.
- ❑ If on a bus, monitor the driver's performance for safety (speed, safe lane changes, proper following distance, etc.) and the driver's physical condition (especially on long trips) – if needed to protect the students, require the driver to slow down, pull over, or exit the highway contact law enforcement personnel for assistance and contact District administration, parents/guardians as soon as possible.

At the end of the trip:

- ❑ Send a written report on the trip to your building principal with a copy to the Superintendent and transportation office. Be sure to include any incidents or safety issues that came about during the trip in your report.
- ❑ Student incident reports must be completed immediately upon returning to the district.

Approved Coach Lines/Charter Bus Field Trips

Please advise your staff that charter trips can only be taken on the following bus lines that have been approved by our insurance carrier:

Hudson Valley Charter Service, Inc 6 Dogwood Road Cortlandt Manor, NY 10567 (914) 788-1000 (Jeanne) Bus Capacity 55 & 56 Fax #: (914) 788-9215 Email Address: Hudsoncoach@optonline.net	West Point Tours P.O. Box 125 Vails Gate, NY 12584 845-561-2671 Email Address: Julie@westpointtours.com
White Plains Bus/ Suburban Charter 14 Fischer Lane White Plain, New York 10603 914-328-0284 Anna Mingeli E-mail: amingeli@wpbusco.com	Contact the Transportation Department ext. 7041 – additional charter lines may be available.
Rev. 3/2016	

On the day of the trip – before starting out:

- ❑ Verify the identity of the driver by requesting to see the driver’s license. The driver must be the same person or substitute driver that was approved by the transportation department; if not, the driver under no circumstances can drive the trip.
- ❑ Each bus driver must complete a vehicle inspection form (see attached) and explain emergency/safety regulations. The trip supervisor must return the completed form to the transportation office.

Verified by trip supervisor: _____

Please copy and return this sheet to the Transportation Office.

VEHICLE INSPECTION CHECKLIST

INSTRUCTIONS: The driver shall conduct an inspection of the vehicle and initial item 1-16. The trip supervisor shall obtain a copy of the checklist prior to leaving.

- _____ 1. Check vehicle # and expiration date on Department of Transportation Inspection sticker (_____) (_____Date).
- _____ 2. Copy of pre-trip inspection is available.
- _____ 3. Check tires and treads.
- _____ 4. Check wheel hubs for grease leaks.
- _____ 5. Check all mirrors for visibility.
- _____ 6. Look for any fluid leaks.
- _____ 7. Check fuel tank cover.
- _____ 8. Check all lights.
- _____ 9. Check emergency door and windows.
- _____ 10. Check first aid kit, fire extinguisher, and reflectors.
- _____ 11. Check driver's seat belt.
- _____ 12. Test horn and windshield wipers and windows for cracks.
- _____ 13. Test emergency and foot brake (make sure they are firm).
- _____ 14. Check two-way communication capability.
- _____ 15. Route (map) of trip is available.
- _____ 16. Log book is available.

The trip supervisor will make certain that the driver explains emergency procedures and safety regulations.

Name of Driver: _____ Bus Contractor: _____
Destination: _____ Date: _____
School: _____ Type of Trip: Coach / School Bus
Bus #: _____ Departure Time: _____ Return Time: _____
No. of Students: _____ No. of Chaperones: _____ Trip Supervisor's Initials _____

Signature of Bus Driver

Date