

CHECK LIST - ROUTINE FIELD TRIP - LEVEL ONE

School: _____

Trip: _____

Date of Trip: _____

Sponsoring Teacher: _____

Name of Group: _____

Number of Students: _____

Administrator: _____

A. SUPERVISION

Supervision ratio should be two adults per class. _____

Does the site have a specific supervision ratio? _____

B. PARENT INFORMATION

1. Copy of Parent Information letter is attached which informs parents of: _____

a) purpose _____

b) destination _____

c) proposed activities _____

d) method(s) of transportation _____

e) costs _____

f) risks _____

2. A sample Low Risk Parent Permission form has been provided which specifies event(s), date(s) and method(s) of transportation. _____

3. Where appropriate a sample Parent Permission - Student Driver form is attached. _____

C. COSTS

1. Be clear about all costs

a) cost of transportation (bus)

b) cost of admission

c) meal costs

d) incidental costs

Total Cost

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students =

**Cost per
Student**

Total Cost

D. TRANSPORTATION

1. Transportation is by

a) licensed bus _____

b) approved vans (up to 9 passenger capacity including driver) _____

c) parent drivers (Parent Volunteer Driver form) _____

d) student drivers (Parent Permission - Student Driver form) _____

e) staff drivers _____

E. COMMUNICATION WITH ADMINISTRATION

Administrator to give initial approval _____

Administrator approves letter to parents _____

Administrator approves bus requests _____

Administrator gives final approval _____

Administrator receives list of field trip participants _____