

Please make sure all items have been completed PRIOR TO FIELD TRIP DEPARTURE DATE:

- BUSES HAVE BEEN ARRANGED; ARRANGEMENTS HAVE BEEN MADE FOR BUS DRIVERS ENTRANCE FEE (IF APPLICABLE). BUS DRIVER(S) HAVE BEEN MADE AWARE OF MEAL ARRANGEMENTS.
- BUS DRIVER IS AWARE OF DESTINATION AND BEST ROUTE; POSSIBLY A MAP GIVING THE DIRECTIONS TO THE LOCATION AND ANY SPECIAL PARKING INSTURCTIONS. BUS DRIVER HAS BEEN GIVEN A LIST OF ALL STUDENTS THAT WILL BE RIDING THE BUS THAT HE/SHE IS DRIVING. ALSO, THE BUILDING PRINCIPAL HAS BEEN GIVEN A COPY OF THE LIST DESIGNATING WHAT BUS EACH CHILD IS ASSIGNED TO RIDE.
- MONEY HAS BEEN TURNED IN, IF GROUP FINANCED.
- EVERY STUDENT WHO IS ATTENDING THE FIELD TRIP HAS A PARENT PERMISSSION FIELD TRIP FORM.
- HAVE AN EMERGENCY MEDICAL AUTHORIZATION FORM FOR EACH STUDENT ON THE BUS(ES). FORMS MUST BE TAKEN ON THE BUS AND GIVEN TO THE APPROIATE DRIVER.
- ALL LOGISTICS HAVE BEEN COVERED, IE, LUNCH COSTS, RESTROOM STOPS.
- AWARE OF BUS RULES AS OUTLINED IN THE STUDENT HANDBOOK. IE; NO GLASS BOTTLES ON BUS, ETC.
- HAVE ARRANGED WITH THE PRINCIPAL TO COVER ANY CLASS, DUTIES, ETC.-DO NOT ASSUME THAT THIS IS AUTOMATICALLY DONE UNELSS YOU INFORM PRINCIPAL IT MAY NOT BE DONE.

SCHOOL VAN

- APPLY FOR USE ON FIELD TRIP REQUEST FORM AND GIVE TO BUILDING PRINCIPAL.
- KEYS CAN BE OBTAINED FROM MRS. BROWNING IN THE SUPERINTENDENTS OFFICE.
- MAKE SURE VAN GASOLINE TANK IS FILLED WHEN UPON RETURN TRIP.
- MAKE SURE THE VAN CHECK LIST FORM HAS BEEN COMPLETED AND RETURNED TO MRS. BROWNING ALONG WITH THE WITH THE KEYS.
- MAKE SURE VAN IS CLEAN...NO PAPER, WRAPPERS, MUD, ETC.