



CABRILLO UNIFIED SCHOOL DISTRICT

2015-16 FIELD TRIP REQUEST FORM

INSTRUCTIONS: Forward completed form to site principal AT LEAST TWO WEEKS prior to the date of the trip and prior to involving students and parents in planning the activity. **For overnight or out-of-state field trips**, the principal is required to submit the request to the District Office for Governing Board approval **AT LEAST TWO WEEKS PRIOR BOARD PACKET MATERIAL DEADLINES.** **REMINDER:** Signed permission slips **must be** obtained from parents or guardians prior to any trip.

SITE INFORMATION	School _____ Current Date _____ Program _____ Funding Source _____ Budget # or Billing Info _____ Teacher(s) _____ Grade(s) _____																
FIELD TRIP DETAILS	Destination _____ Phone Number () _____ (Name of Facility) Address _____ <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> OVERNIGHT and OUT-OF-STATE FIELD TRIP (Requires Governing Board approval: Request MUST be received in the District Office AT LEAST TWO WEEKS PRIOR BOARD PACKET MATERIAL DEADLINES. – NO EXCEPTIONS*) Lodging Details _____ Phone Number () _____ (Name of Facility) Address _____ </div> Date(s) of Field Trip _____ Depart. Time _____ AM/PM Return Time _____ AM/PM No. of Students _____ No. of Credentialed Staff _____ No. of Other Adults _____ Educational Value/Specifics for Observation _____ _____ _____																
FOOD SVC	NOTE: It is the teacher's/trip organizer's responsibility to forward lunch information to Food Services Department. The Food Services Department (650)712-7167 JonaidiS@cabrillo.k12.ca.us or (650)712-7117 DoughertyM@cabrillo.k12.ca.us has been notified that students will not require a lunch OR how many brown bag lunches are needed. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																
TRANSPORTATION DETAILS (Check one):	<input type="checkbox"/> Parent/Guardian Transportation. Driver list and completed paperwork for each driver (Copy of valid driver's license, School Driver Registration Form, and current Auto Ins. Policy Declaration showing Limits of Liability) MUST be submitted to the school office at least one week in advance of trip. <input type="checkbox"/> Walking Field Trip <input type="checkbox"/> CUSD Transportation (Please contact transportation department for availability) # of Handicapped Accessible Needed: _____ <input type="checkbox"/> SPAB Certified Charter Company (Complete information below or submit to Transportation and Pupil Services BEFORE your trip): Company Name _____ COI Requested _____ Contractor Address _____ Phone Number () _____ Bus Information below will be provided before departure _____ (Please Initial) Driver's Name _____ License No. _____ Bus No. _____ <input type="checkbox"/> Other: _____																
APPROVED BY	<table style="width:100%; border:none;"> <tr> <td style="width:33%; text-align:center;">_____</td> <td style="width:15%; text-align:center;">_____</td> <td style="width:33%; text-align:center;">_____</td> <td style="width:15%; text-align:center;">_____</td> </tr> <tr> <td style="text-align:center;">School Principal</td> <td style="text-align:center;">Date</td> <td style="text-align:center;">Superintendent or Designee</td> <td style="text-align:center;">Date</td> </tr> <tr> <td style="text-align:center;">_____</td> <td style="text-align:center;">_____</td> <td style="text-align:center;">*Overnight and/or Out-of-State Field Trip</td> <td style="text-align:center;"><input type="checkbox"/> Approved <input type="checkbox"/> Denied</td> </tr> <tr> <td style="text-align:center;">Maintenance/Operations Designee</td> <td style="text-align:center;">Date</td> <td style="text-align:center;">By Governing Board on _____</td> <td style="text-align:center;">Item # _____</td> </tr> </table>	_____	_____	_____	_____	School Principal	Date	Superintendent or Designee	Date	_____	_____	*Overnight and/or Out-of-State Field Trip	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Maintenance/Operations Designee	Date	By Governing Board on _____	Item # _____
_____	_____	_____	_____														
School Principal	Date	Superintendent or Designee	Date														
_____	_____	*Overnight and/or Out-of-State Field Trip	<input type="checkbox"/> Approved <input type="checkbox"/> Denied														
Maintenance/Operations Designee	Date	By Governing Board on _____	Item # _____														

ROUTING PROCEDURES: Teacher completes form and gives it to the site administrative assistant. Administrative assistant gives the form to the site principal for approval. Form is then forwarded to Pupil Services for authorization. If a SPAB or CUSD bus is requested, Pupil Services will send a copy of the approved request to the site and forward the original to Transportation. Transportation will keep a copy for their records and send the original back to the site for their records.

Date Received by PS

Revised 07/30/2015

CABRILLO UNIFIED SCHOOL DISTRICT

2015-16 REQUIRED INFORMATION FOR FIELD TRIPS

SITE INFORMATION

- The funding source for the trip (club sponsored, booster funds, etc.) and account string / billing information must be noted.

FIELD TRIP DETAILS

- Overnight field trip requests require Governing Board approval. In order to be included on Governing Board meeting agendas, requests must be received in the District Office, Pupil Services Department, at least two weeks prior Board Packet Material Deadlines. – **NO EXCEPTIONS.**
- Lodging details (name, address and phone number) must be included for overnight field trip requests.
- The number of credentialed staff and other adults participating must be noted.

FOOD SERVICES

- It is the responsibility of the trip organizer to forward lunch information to Food Services. Contact Food Services Department at (650)712-7167 JonaidiS@cabrillo.k12.ca.us or (650)712-7117 DoughertyM@cabrillo.k12.ca.us

TRANSPORTATION DETAILS

- **Parent/Guardian Transportation:** Driver list and completed paperwork for each driver must be submitted to the office and on file at least one week prior to the field trip. NO EXCEPTIONS. Required paperwork includes: copy of valid driver's license, School Driver Registration Form, and auto insurance **Declaration Page** showing Limits of Liability (minimum of \$100,000 per person, \$300,000 per occurrence, and \$5,000 property damage per accident).
- **CUSD Transportation:** Please contact Transportation Department at (650)712-7125 or WaechtlerR@cabrillo.k12.ca.us for availability.

District Requirements for Field Trips using the District drivers and buses:

- ♦ The Field Trips are restricted to the geographic area of no farther North than San Francisco, no farther South than San Jose, no further North than Berkeley and no further South than Milpitas
 - ♦ The time frame for field trips; they can leave no earlier than 9:00 am and must return no later than 1:30 PM.
 - ♦ The cost for the District Bus is \$2.11 per mile and the driver's rate is \$55.00 per hour.
 - ♦ Field Trips will not be possible on Super Tuesdays or early out days.
 - ♦ District Buses can accommodate 75 to 84 passengers.
 - ♦ The District cost for Field Trip will always be cheaper than the approved outside vendor fees.
- **SPAB Certified Charter Bus:** Only SPAB Certified busses may be used. Please provide contractor information, driver's name, license number and bus number. Administration need to check for proof of SPAB certification prior to date of the field trip.

APPROVED BY

- The Field Trip Request Form must be approved by the site Principal before it is forwarded to the District Office.

Incomplete Field Trip Request Forms will be returned to the requestor for completion.