

# CABRILLO UNIFIED SCHOOL DISTRICT FIELD TRIP REQUEST FORM

**Instructions:** Use back of form, if necessary, for additional explanations or comments. 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 **SIX WEEKS PRIOR** to the date of the trip.  
**REMINDER:** Signed permission slips **must be** obtained from parents or guardians prior to any trip.

<b>SITE INFORMATION</b>	School _____ Current Date _____ Program _____ Funding Source _____ Budget # or Billing Info _____ Teacher(s) _____ Grade(s) _____								
<b>FIELD TRIP DETAILS</b>	Destination _____ (Name of Facility) (Address) <b>OVERNIGHT and OUT-OF-STATE FIELD TRIPS</b> (Requires Governing Board approval: Request <b>MUST</b> be received in the District Office <b>SIX WEEKS PRIOR</b> to trip – <b>NO EXCEPTIONS</b> ) Lodging Details _____ (Name) (Address) (Phone #) 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: _____ _____ _____								
<b>FOOD SVC</b>	<p><i><b>NOTE: It is the teacher's / trip organizer's responsibility to forward lunch information to Food Services.</b></i>                  The Food Services Department (712-7167 jenningsm@cabrillo.k12.ca.us or 712-7117 doughertym@cabrillo.k12.ca.us) has been notified that students will not require a lunch <b>OR</b> how many brown bag lunches are needed. <b>Yes / No / NA</b></p>								
<b>TRANSPORTATION DETAILS (Check one):</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <b>Parent / Guardian Transportation:</b> _____                      Driver list and completed paperwork for each driver (Copy of valid driver's license, School Driver Registration Form, and <u>current</u> Auto Ins. Policy <b>Declaration Page</b> showing Limits of Liability) <b>MUST</b> be submitted to the school office at least one week in advance of trip.                 </td> <td style="width: 30%; padding: 5px;"> <b>CUSD Transportation:</b> _____                      (CUSD buses will be used for local trips only)                      # of Handicapped Accessible Needed: _____                 </td> <td style="width: 20%; padding: 5px;"> <b>Walking field trip:</b>                      _____                 </td> </tr> </table>			<b>Parent / Guardian Transportation:</b> _____ Driver list and completed paperwork for each driver (Copy of valid driver's license, School Driver Registration Form, and <u>current</u> Auto Ins. Policy <b>Declaration Page</b> showing Limits of Liability) <b>MUST</b> be submitted to the school office at least one week in advance of trip.	<b>CUSD Transportation:</b> _____ (CUSD buses will be used for local trips only) # of Handicapped Accessible Needed: _____	<b>Walking field trip:</b> _____			
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<b>TRANSPORTATION DETAILS (Check one):</b>	SPAB Certified Charter Co: _____ Company Name: _____ COI Requested: _____ Contractor Address: _____ <div style="display: flex; justify-content: space-between;"> <span>City</span> <span>State</span> <span>ZIP</span> </div> Phone No: _____ - _____ - _____ Fax No: _____ - _____ - _____ Date to Trans. Dept: ____/____/____								
<b>APPROVED BY</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black; text-align: center;">School Principal</td> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Superintendent or Designee</td> <td style="border-bottom: 1px solid black; text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Maintenance, Operations, Facilities and Transportation Director</td> <td style="border-bottom: 1px solid black; text-align: center;">Date</td> </tr> </table>			School Principal	Date	Superintendent or Designee	Date	Maintenance, Operations, Facilities and Transportation Director	Date
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**Routing Procedures:** Teacher completes form and gives it to the site secretary. Secretary gives the form to the site principal for approval. Form is then forwarded to Pupil Services for authorization. If a SPAB 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.

## 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 *SIX WEEKS prior to trip – 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.

### Transportation Details *(Please note: CUSD buses will be used for local field trips only):*

- \* **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:** CUSD buses will be used for LOCAL trips only.
- \* **SPAB Certified Charter Bus:** Only SPAB Certified busses may be used. Please provide contractor information.

### 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.***