

Field Trip Request

Trip Details

Distribution:

- ☐ Health Room
☐ School Kitchen Manager

School: _____		Trip date(s): _____	
Trip name: _____ (Add trip code if not using Durham buses)			
Trip type:	☐ ASB ☐ ATH ☐ FT	Activity type:	☐ Category 1 ☐ Category 2 (Out-of-state requires prior approval of the superintendent) ☐ Category 3 (Requires school board approval)
Reason for trip: _____			
Account/Budget: _____			
Requester: _____			
PO number: _____			
Origin: _____		☐ One-Way Trip	
Departure date: _____	Arrive at school: _____	☐ AM ☐ PM	
	Depart from school: _____	☐ AM ☐ PM	
Return date: _____	Return to school: _____	☐ AM ☐ PM	
Destination: _____			
Arrival date: _____	Arrive at destination: _____	☐ AM ☐ PM	
Departure date: _____	Depart from destination: _____	☐ AM ☐ PM	
	Return to school: _____	☐ AM ☐ PM	
Additional destinations: _____			
☐ District bus ☐ District vehicle (T2) (List driver names in notes) ☐ Commercial transportation (Example: Airline; shuttle) ☐ Charter bus* (CH) _____ Requires prior approval (Charter company name)			
☐ No district transportation provided (NT) ☐ Operation School Bell (OSB) ☐ Other: _____			
Number of:	Adults	Students	Wheelchairs
			Vehicles
			1 *
Special accommodations (list below or in notes)			
Contact name: _____		Contact phone: _____	
(Trip coordinating staff member)			
Notes:			
Bus with storage required: ☐ Yes ☐ No			

Substitute Request

Employee name	Substitute name	Start date	End date	Time needed
				☐ Full ☐ AM ☐ PM
				☐ Full ☐ AM ☐ PM
				☐ Full ☐ AM ☐ PM

Approval for Out-of-State	Approval for Charter Bus
_____ Superintendent _____ Date	_____ Transportation Supervisor _____ Date

*The number of buses will be assigned by Durham based on number of riders and needs.

Revised: August 2018
Updated: August 2022



Field Trip Student Informed Consent Notice

Trip name _____ Trip date(s) _____ Student name _____

Reason for trip: _____

Trip coordinating staff: _____

Coordinating staff member signature _____ Date _____ Building administrator signature _____ Date _____

Destination: _____ Place of lodging: _____

Lodging address: _____ Lodging phone: _____

Origin: _____ Destination: _____ Number of: _____

Departure date: _____ Arrival date: _____ Adults: _____

Departure time: _____ ☐ AM ☐ PM Arrival time: _____ ☐ AM ☐ PM Students: _____

Return date: _____ Departure date: _____ A completed field trip

Return time: _____ ☐ AM ☐ PM Departure time: _____ ☐ AM ☐ PM description and

itinerary form MUST

be provided.

Student will be **RELEASED** from class: _____ Student will **RETURN** to class: _____
Date/Time _____ Date/Time _____

Type of transportation

- ☐ District bus ☐ District vehicle ☐ Commercial transportation ☐ Charter bus
☐ No district transportation provided (parent/guardian arranged transportation) ☐ Other: _____

SECTION TO BE COMPLETED BY PARENT/GUARDIAN

Student ID number _____ Student name _____

Medical Information

- ☐ My student **does not** have any special health problems.

List any special health problems. The following special health problems should be noted, and adequate precautions taken (list such items as unusually severe reaction to bee stings, other severe allergies, hemophilia, diabetes, heart disease, etc.)

Any medication, prescription or non-prescription, must have signed orders from a licensed health care professional and parent/guardian.

My student ☐ **IS NOT** taking any medications or topical(s) on this field trip.

My student ☐ **IS** taking the following medication(s) or topical(s) on this field trip.

Name of medication: _____ Name of medication: _____

Name of prescribing health care provider: _____ Phone number: _____

Medical Release

In the event of an accident or illness, I understand that reasonable effort will be made to contact the student's parent/guardian immediately. However, if they are not available, I authorize the school district to secure emergency medical care as needed.

Name of primary care doctor _____ Doctor's phone: _____

Primary care doctor's clinic _____ Clinic phone: _____

Name of insurance carrier _____ Policy number: _____

This activity provides a learning experience for the students and allows them an opportunity to apply their classroom learning. I understand that the school district will make all reasonable effort to provide a safe environment. I acknowledge that this activity entails known and unknown and unanticipated risks which could result in physical or emotional injury, paralysis or death, as well as damage to property, or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity. Being fully aware of the risks, I hereby give consent for my student to participate in the activity. My signature reflects my knowledge of the details of the trip and the itinerary.

Signature of parent/guardian _____ Date _____ Emergency number _____

Parent/Guardian name: _____ Cell/Home phone: _____

Home address: _____ Work phone: _____

Please **return this form** to _____ before (date) _____ and keep any attachment for your information.



Field Trip Informed Consent Notice Adult Supervisor

Trip name _____ Trip date(s) _____ Adult supervisor name _____

Reason for trip: _____

Trip coordinating staff: _____

Coordinating staff member signature _____ Date _____ Building administrator signature _____ Date _____

Destination: _____ Name of lodging: _____

Lodging address: _____ Lodging phone: _____

Origin: _____ Destination: _____ Number of: _____

Departure date: _____ Arrival date: _____ Adults: _____

Departure time: _____ ☐ AM ☐ PM Arrival time: _____ ☐ AM ☐ PM Students: _____

Return date: _____ Departure date: _____

Return time: _____ ☐ AM ☐ PM Departure time: _____ ☐ AM ☐ PM

A completed field trip description and itinerary form MUST be provided.

Type of transportation

- ☐ District bus ☐ District vehicle ☐ Commercial transportation ☐ Charter bus
☐ No district transportation provided (parent/guardian arranged transportation) ☐ Other: _____

SECTION TO BE COMPLETED BY ADULT SUPERVISOR

Adult supervisor name _____ ☐ District staff member
☐ District approved volunteer

Medical Information

☐ I do not have any special health problems.

List any special health problems. The following special health problems should be noted, and adequate precautions taken (list such items as unusually severe reaction to bee stings, other severe allergies, hemophilia, diabetes, heart disease, etc.)

I ☐ am not taking any medications or topical(s) on this field trip.

I ☐ am taking the following medication(s) or topical(s) on this field trip.

Name of medication: _____ Name of medication: _____

Name of prescribing health care provider: _____ Phone number: _____

Medical Release

In the event of an accident or illness that is life threatening, I authorize the school district to secure emergency medical care as needed.

Name of primary care doctor _____ Doctor's phone: _____

Primary care doctor's clinic _____ Clinic phone: _____

Name of insurance carrier _____ Policy number: _____

This activity provides a learning experience for the students and allows them an opportunity to apply their classroom learning. I understand that the school district will make all reasonable effort to provide a safe environment. I acknowledge that this activity entails known and unknown and unanticipated risks which could result in physical or emotional injury, paralysis or death, as well as damage to property, or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity. Being fully aware of the risks, I hereby give my consent as an adult supervisor to participate in the activity. My signature reflects my knowledge of the details of the trip and the itinerary.

Signature of adult supervisor _____ Date _____

Adult supervisor name: _____ Cell/Home phone: _____

Home address: _____ Work phone: _____

Emergency contact name: _____ Emergency contact phone: _____

Please return this form to _____ before (date) _____ and keep any attachment for your information.



Private Vehicle to and from District Activities

3241P
Page 3 of 3

THIS FORM MUST BE COMPLETED BEFORE A STUDENT IS ALLOWED TO TRAVEL
IN A PRIVATE VEHICLE TO AND FROM DISTRICT ACTIVITIES.
(Separate form to be completed by both driver and passenger)

TO BE COMPLETED BY DISTRICT

ACTIVITY(IES): _____

LOCATION: _____

DATES: _____

District Transportation Available? ☐ Yes ☐ No

Principal's Signature

Date

TO BE COMPLETED BY STUDENT AND PARENT OR GUARDIAN

DRIVER: _____ AGE: _____ PASSENGER(S): _____ AGE: _____

TYPE OF LICENSE: ☐ INTERMEDIATE ☐ REGULAR _____ AGE: _____

DATE OF ISSUE: _____ AGE: _____

I grant permission for _____ to travel to and from the activity described above
(Student's Name)
by private vehicle.

I understand that when a private vehicle is used for transporting students to and from district activities, the private vehicle operator or registered owner is responsible for carrying vehicle insurance with liability limits not less than the minimum required by the State of Washington, maintaining the vehicle in safe working condition and operating the vehicle within the rules set by the State of Washington.

I understand that when a private vehicle is used to transport students to and from district- sponsored activities, the private vehicle owner's insurance provides primary insurance coverage in case of an accident.

I agree to protect, indemnify, and hold harmless the Everett School District, its elected and appointed officials, employees, agents and staff for any and all claims or loss directly attributable to the use of private transportation as described herein, except for the sole negligence of the Everett School District.

I certify that I am the parent or legal guardian of _____ and that I
have read and understood the above information. (Student's Name)

Signature of Parent/Guardian

Date

Phone Number

I am a student at _____ and I have read and understand the above
information. (School)

Signature of Student

Date

This form to be on file at the student's home school

If any changes occur, it is the responsibility of the student and parent to contact the school.

Adopted: January 13, 1997
Revised: November 2001

Revised: April 2019
Updated: September 2020