

FIELD TRIP PROCEDURES

The following are the minimum procedures that will be used to determine whether transportation, trip scheduling, fundraising, and student supervision issues have been appropriately considered in planning a student trip involving an overnight stay or travel between the hours of 10:00 p.m. and 6:00 a.m.

TRANSPORTATION:

1. The use of leased vans or private automobiles is prohibited. These trips must use commercial vehicles.
2. Planning for trips should include pre-trip checks of companies, drivers, and vehicles. Carriers must be licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA) and cannot have an FMCSA safety rating of "conditional" or "unsatisfactory." (FMCSA carrier ratings are available at www.safervs.org). The qualifications of bus carriers may be established through the ratings of the Dept. of Defense approved list of motor carriers for troop transport (www.mtmc.army.mil/content/504/approvedlist.pdf) or similar public entity. Other resources are available through the FMCSA (www.fmcsa.dot.gov). The United Motorcoach Association has a Student Motorcoach Travel Safety Guide with a Motorcoach Safety Checklist (www.uma.org/consumerhelp/studentguide.asp).
3. The contract with the carrier should prohibit the use of subcontractors unless sufficient notice is given to allow verification of the subcontractor's qualifications.
4. School vehicles may be used with the approval of the business manager and with appropriate licensure and insurance.

TRIP SCHEDULING:

1. Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedules should avoid student travel between the hours of 10:00 p.m. and 6:00 a.m. due to the increased risk of vehicular accidents during this time period.
2. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements under 630 CMR 27.00.
3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements.
4. Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

5. If substantially all members of a class are participating in a trip, appropriate substitute activities should be provided for any students not participating.

FUNDRAISING:

1. The amount of time devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
2. The trip organizer will initiate group fundraising activities. Students should not be assigned individual fundraising targets.
3. If students are charged individual fees for participation, every effort should be made to provide scholarships where needed. No student will be denied participation based on financial need.

STUDENT SUPERVISION:

1. Students shall be accompanied by an appropriate number of chaperones, taking into account the age of the students, the nature of the trip, scheduling, and logistics. For elementary students the preferred ration is one (1) chaperone for five (5) students; for secondary students one (1) chaperone for every ten (10) students. All chaperones, including parents and volunteers, must have a C.O.R.I. check in accordance with M.G.L. c.71 S.38R. At least one chaperone must be a school employee.
2. C.O.R.I. checks are required for all bus drivers who do not regularly work for the school district. A chaperone must always be present whenever students are on the bus.
3. All participating students must submit a signed parent/guardian permission form, which shall include appropriate authorization for emergency medical care and administration of medication.
4. Appropriate support staff must be available so that students with disabilities are not excluded from participation in any field trip.

TRIP ORGANIZER/LEADER

1. The trip organizer/leader will ensure that all students who wish to participate are aware of scholarship opportunities.
2. Upon completion of the field trip or school-sponsored trip, a written report must be prepared by the trip organizer/leader and submitted to the Principal. The report should assess the education benefit of the trip and detail any injuries, discipline problems, or other incidents that occurred while on the field trip or school-sponsored trip.
3. The trip organizer/leader must ensure that C.O.R.I.s are done for all adults on the trip.

4. It is the responsibility of the trip organizer/leader to ensure that the selected carrier complies with the specifications and requirement in Item 2, Transportation.

CHAPERONES

1. C.O.R.I. checks are required for all chaperones.
2. Chaperones will only be allowed to bring adult family members on the field trip or school-sponsored trip at the discretion of the Principal. Adults accompanying chaperones must have a C.O.R.I. check and are expected to pay for all transportation, room, board, and meal costs while on the trip.
3. Chaperones will be given a list of the students for whom they are responsible with the name and phone numbers of their parents/guardians.
4. Whenever feasible and appropriate, chaperones will share rooms.