

Orange County Public Schools



Field Trip Handbook



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FIELD TRIP HANDBOOK

GENERAL INFORMATION

This handbook is intended as a guide to assist our schools with planning and conducting educational field trips along with travel to school-oriented activities off campus in correlation with the following [School Board Policies](#) in addition to Florida Statutes > Title XLIX > Chapter 1014: [Parents' Bill of Rights](#).

[School Board policies](#) relevant to School Trips and Excursions

- EEAF: Special Use of Buses
- EEAG: Student Transportation in Private Vehicles
- IJOA: School Trips and Excursions
- IHA: Basic Instructional Program
- IJOC: School Volunteers
- JB: Equal Educational Opportunities
- JJ: Middle and High School Co-Curricular/Extracurricular/Athletic Program
- JJA: Student Organizations
- JJB: Social Events Students
- JJI: Interscholastic Athletics
- KB: Parent Involvement in Education

Trips and Excursions are any planned journeys away from District premises offered to students by their designated school or District departments under the direct supervision and control of an instructional staff member or any designated advisor which is an integral part of a course of study.

Educational Field Trips – Any trip directly related to a unit of instruction being studied by that particular group of students.

Extracurricular Trips – A trip which is not directly related to the instructional program but is related to a school-sponsored or connected activity in accordance with [School Board Policies JJ, JJA and/or JJI](#).

Required Final Approval Signatures

- ✓ **Principal (Only) Approval:** Final approval signatures from school Principal is required for any day trip within Orange & surrounding counties. Surrounding counties include Brevard, Lake, Osceola, Polk, Seminole, and Volusia.



- ✓ **Principal AND Division of Learning Designee Approval:** Final approval from the Principal and Division of Learning designee is required for field trips that involve any of the following field trip types:
 - Out-of-County (not specified above)
 - Out-of-State
 - Overnight
 - International Travel

Please note: All persons involved shall recognize that plans are tentative until and unless final approval is received from the Division of Learning designee (*when applicable*). The Division of Learning designee may request all field trip information and/or additional information at any time.

Refer to the [District Organization Chart](#) to find the Division of Learning designee for your school.



**Orange County
Public Schools**
Risk Management

FIELD TRIP HANDBOOK

RISK MANAGEMENT

All field trip events must be registered through the online registration process by completing the [Field Trip Registration Form](#). All correlating field trip form(s) must be uploaded during the registration process before approval can be given.

If your initial field trip request still shows as “pending” after submission, **do not resubmit a field trip request as this will cause a duplicate entry**. If all field trip form(s) were not uploaded within the initial field trip submission any missing forms can be uploaded by the designated Field Trip Coordinator for your school after the initial submission.



>> [Approved Field Trip Destination List](#) <<

Periodically check on the OCPS Risk Management intranet site for a list of locations allowed for field trips, as the list is updated on a regular basis. If a location is not on the approved list, please email RiskManagement@ocps.net with complete details as we must consult with additional department for consideration. For the safety of students, staff, and ADDitions volunteers, schools must adhere to any exceptions and/or limitations if approval is given.

Field trip locations should always be able to produce [curriculum standards](#) to assist with our teachers’ task of securing educational trips for students.

Water-Related Activities

Each water-related field trip is examined by the Office of Risk Management to determine the risks, benefits, and requirements for approval.

- If the intent is for students to never come in contact with the water, then it is not water-related. For example, a beach-cleanup is not water-related as the intent is to not enter the water. However, if the intent of the beach-cleanup involves students entering the water to collect trash, it is water-related and this is NOT allowed. NOTE: In cases where children are in proximity of water, additional caution and supervision is strongly recommended.
- A teacher may enter the water to collect samples or bring things out of the water for students to examine or observe on land. If there is no intent for the students to enter the water, the activity is not water-related.
- Participation in water sports, including swimming, boating and skiing are prohibited with the exception of the following:
 - » K-12: Swimming in a municipally owned or YMCA pool or theme park approved by the Division of Learning designee. In the event the activity is planned at such venue, the municipality or YMCA shall be the sole authority regarding the number of lifeguards or other safety requirements needed for the event. In no event, shall there be less than one (1) chaperone for five (5) students for the event. Refer to School Board Policy [JJB: Social Events Student; \(4\) B](#).
 - » Participation in a car/boat ride at a licensed theme park or state-operated nature preserve. Refer to School Board Policy [JJB: Social Events Student; \(4\) C](#).
- NO recreational trips to beaches or other bodies of water are permitted.
- The use of hotel pools and/or Jacuzzies are strictly prohibited.

Standard Operating Procedures (SOP)

- [BEST PRACTICE GUIDELINES: Field Trips & Student Activities off Campus](#)
- [BEST PRACTICE GUIDELINES: Rope Challenge Courses](#)

The safety of our students, employees, and ADDitions approved chaperones is of the utmost importance.



FIELD TRIP HANDBOOK

ROLES AND PROCESSES

Prior to initiating the planning stages of any field trip, you MUST request permission from the school Principal/Designee to conduct a field trip. A school-sponsored field trip is recognized as one that meets the criteria specified in [School Board Policy IJOA](#). Before any field trip is planned and promoted to students/parents, the Field Trip Organizer shall work with the designated school-based Field Trip Coordinator to ensure that the rules, regulations, and procedures are followed.

Although a District department may be “sponsoring” a field trip for schools, each individual school is responsible for their own school’s students wherein all field trip procedures must be correctly followed and all field trip forms must be completed. Each school is also responsible for the records they must keep on file at their school for 3 years for each field trip taken during the school year or during summer school.

Field Trip Organizer: The OCPS employee designated or approved by school administration who may be the grade level teacher or club/class lead planning the location of the field trip.

The Field Trip Organizer is responsible for completing all field trip documentation prior to sending it to the Field Trip Coordinator for review. The following documentation must be given to your school’s Field Trip Coordinator prior to online field trip registration:

- ✓ Include the completed field trip template form relevant to the requested trip.
- ✓ Ensure a parent letter and draft itinerary is included with field trip forms.
- ✓ Ensure a brief description of the educational value and [state standards](#) associated with the trip is included.
- ✓ Include the student and chaperone rosters. Chaperone to student ratio must be in compliance with School Board policy.
- ✓ Include draft copies of all applicable field trip permission forms relevant to the requested trip.
- ✓ Ensure proper transportation is being used to safely transport students, staff and ADDitions approved chaperones to and from field trip destination.
- ✓ Ensure a copy of a Google Map which contains walking time and distance is included; *if a walking field trip.*
- ✓ **If using personal vehicle/rental car**, school must have a copy of current driver’s license and car insurance on file (*unless parent/guardian is driving student directly to and from venue, however, the [Authorization and Release for Transportation of Student in Privately Owned Vehicle](#) liability form is still REQUIRED for each participating student*).
- ✓ **If using a limo service**, ensure the company has been cleared with Risk Management before you book the service. A current and sufficient Certificate of Insurance (COI) will be required if one is not already on file with Risk Management. To confirm if the limo company is approved, please email Risk Management at RiskManagement@ocps.net. The [Authorization and Release for Transportation of Student in Privately Owned Vehicle](#) liability form will be **required** to be completed by parent/guardian.
- ✓ Ensure copies of itineraries for lodging accommodations and flight information are included with field trip forms; *when applicable.*
- ✓ Ensure all required tour company information and/or itinerary is included with field trip forms; *when applicable.*

Field Trip Coordinator: The OCPS employee designated by school administration who is responsible for the following:

- ✓ With approval by school administration, assist Field Trip Organizer with any field trip planning if or when necessary.
- ✓ Request the use of OCPS transportation for field trip events more than 14 days out by using [Trip Tracker](#). Please note: You must be designated by school administration for the use of Trip Tracker.
- ✓ Review all completed field trip documentation with the Field Trip Organizer to ensure the accuracy of all required information.
- ✓ Collaborate with ADDitions Coordinator to confirm the list of chaperones are ADDitions approved.
- ✓ Register all field trips through the online registration process.
- ✓ Secure completed and signed parent permission form (which includes transportation information) from each participating student.
- ✓ Before departure, be sure the school has a copy of the trip itinerary with all contact information for all that applies: OCPS staff, chaperones, parents, tour agency, bus carrier, lodging location, etc.

The **ADDitions Coordinator** is the OCPS employee approved by school administration responsible for reviewing all ADDitions documentation and verifying all chaperones have gone through the proper procedures to become ADDitions approved. The ADDitions Coordinator shall work with the designated school-based Field Trip Coordinator to ensure all procedures are followed prior to final approval by school Principal and Division of Learning designee (*when applicable*).

FIELD TRIP HANDBOOK

Contact Vaido Jagmohan at Vaidwattie.Jagmohan@ocps.net or extension 200-2991 with any questions or further guidance needed on the ADDitions process.

- ✓ Provide information to ADDitions volunteers about the online registration process and how to attach themselves to a field trip volunteer opportunity.
- ✓ Ensure that money for each field trip is NOT collected until volunteers are approved.
- ✓ Reiterate the chaperone guidelines and responsibilities to ADDitions volunteers.

GENERAL GUIDANCE

STUDENT PARTICIPATION GUIDELINES

- **No student shall be denied participation in a Field Trip during class time because of an inability to pay cost of admission or other incurred expenses.**
- **Students shall not be denied the opportunity for a Field Trip as a disciplinary action** except in situations where the principal deems the student's participation to be a danger to the health or welfare of self or others or when students are serving in-school or out-of-school suspension.
- Students in grades 6 through 12 who fail to maintain a cumulative grade point average of 2.0 or above on a 4.0 scale or who fail to earn a grade point average of 2.0 or above on a 4.0 scale or its equivalent in the previous semester may not participate in co-curricular/extracurricular/athletic activities that are off-campus, those that involve competition and/or are part of a competitive event.
Refer to School Board Policy [JJ: Middle and High School Co-Curricular/Extracurricular/Athletic Program](#).
- Students in grades 6 through 12 who have been excluded from participation in co-curricular/extracurricular/athletic activities because they failed to meet the grade point average criteria set forth above, but meet the grade point average criteria in a subsequent grading period shall be eligible for participation in co-curricular/extracurricular/athletic activities that are off-campus, those that involve competition and/or are part of a competitive event, or those that require participating students to miss class during the semester immediately following the attainment of the required grade point average. Refer to School Board Policy [JJ: Middle and High School Co-Curricular/Extracurricular/Athletic Program](#).
- Student behavior while on all field trips MUST comply with the [Code of Student Conduct](#). Also refer to School Board Policy [JIC: Code of Student Conduct](#).
 - » Teachers must review with students the Code of Student Conduct and emergency procedures for field trips prior to date of trip.
- Proper arrangements shall be made for any student(s) not attending a Field Trip.
- Graduates may not attend a trip once they are out of school at the end of the school year.

ADDITIONAL GUIDANCE

- The field trip supervisor/sponsor must be a faculty member of the institution taking the trip.
- Trips must not vary from approved itinerary except in the event of an emergency whereas an alternate plan should be devised for use in a situation that would create a disruption of the normal itinerary/routine. When alteration of the itinerary is necessary, the instructional staff member in charge shall immediately notify the Principal/Designee. Field Trip Coordinator must have a plan for emergency calls and/or contact of parent(s).
- Proper school sign-out procedures must be followed for each participating student who will not be returning with their school group. Also refer to School Board Policy [EEAG: Student Transportation In Private Vehicles](#).
- A TDY (temporary duty elsewhere) **MUST** be entered for any employee who is assisting in both field and other District-sponsored trips, including athletic trips. Please refer to the Florida Department of Education Data Element [203100: Days Absent, Temporary Duty Elsewhere](#).
 - » This does NOT include employees who are voluntarily participating as a parent chaperone. Employees who are voluntarily attending a field trip as a parent chaperone MUST go through the ADDitions process and sign in as an ADDitions volunteer.
 - » Employees who are voluntarily attending a field trip as a parent chaperone must use personal leave.
- **Kelly substitutes** must get clearance through Kelly Services to attend a field trip. The Sub Coordinator at your school should contact Kelly Services for further guidance should a Kelly substitute attend a field trip with the class.
- Faculty, staff, and students must comply with District policies while on field trips just as they would on campus.
- Purchasing of souvenirs or food (other than previously announced meal arrangements) is only permitted if approved by the staff member in charge.
- When students use restrooms, please exercise age-appropriate care to ensure student safety.

FIELD TRIP HANDBOOK

- Ride sharing services (e.g., Uber, Lyft) are not to be used as a mode of transportation.
- VRBO or Airbnb are not to be used as lodging for overnight field trips as this may violate the Parents Bill of Rights and the reasonable lodging accommodations selected by the parent/guardian within the overnight field trip permission slip.

ADDITIONS VOLUNTEERS/CHAPERONES GUIDANCE

A volunteer is any nonpaid individual who gives time to a teacher, school, School Board of Orange County, Florida ("Board") employee, or Board department. Duties assigned to volunteers shall be consistent with the Florida Statutes and the State Board of Education Rules.

Approved school volunteers can serve as chaperones for District approved field trips and functions. All chaperones must successfully complete the volunteer registration and background check screening process.

- All chaperones must be registered and approved through the [ADDitions Program](#); the ADDitions Coordinator must verify approval.
- All chaperones must be at least 21 years of age and a member of the school faculty/staff or a District registered ADDitions volunteer. The exception to this guideline:
 - » The chaperone under the age of 21 is the legal parent/guardian of a student participating in the field trip.
- Chaperones must actively supervise and keep an accurate check on students assigned to them at all times.
- Chaperones are expected to be familiar with the Code of Student Conduct and the Code of Civility, and shall report all suspected violations to the field trip supervisor/sponsor immediately.
- Chaperones will not be permitted to bring any other individual with them while chaperoning to a school or District department sponsored field trip. This includes, but is not limited to, siblings of participating students or other individuals.
- Individuals who are not chaperones or student participants in a field trip will NOT be permitted to join a field trip at its destination unless the individual is an approved ADDitions volunteer by OCPS. These volunteers must also be authorized by OCPS to participate in the designated field trip by the field trip supervisor/sponsor.
- In-County or Out-of-County day trips, chaperone ratio: 1:10 (1 chaperone per 10 students)
- Out-of-State, All Overnight, or International trips, chaperone ratio: 1:5 (1 chaperone per 5 students)
- Exception or additional limitation to chaperone ratio shall be determined at the discretion and approval from Risk Management.
- A Volunteer/Chaperone shall **NOT**:
 - » Discipline students, parents/legal guardians, other volunteers, or employees;
 - » Contact the parent/legal guardian regarding a student's performance; or
 - » Share any confidential student information they may discover that is protected under the [Family Educational Rights and Privacy Act \("FERPA"\)](#).
- Chaperones should **immediately** alert the staff member in charge or other staff member under the following circumstances:
 - » Student becomes ill or injured or reports feeling ill or injured;
 - » Student becomes unmanageable in any way;
 - » Student will not stay with the group or follow directions of the chaperone; or
 - » Student becomes lost.

Overnight Trip Chaperones:

- Same sex chaperones are mandatory.
- Chaperones must stay in hotel room with elementary students; students may not be left alone in room.
- Chaperones may not stay in hotel room with middle/high school students.
 - » Chaperones/parents may stay in hotel room with their own child only; no other students may share the same room (elementary, middle and high).
- Chaperones must have a rotation schedule to monitor the hallways during the night; hallway supervision is not needed for elementary trips.
- Chaperones and students must be on the same floor, in close proximity.
- The online chaperone approval process should be verified by the ADDitions Coordinator to ensure criminal history background has been processed. The approval process may take up to 21 days prior to the field trip date.

FIELD TRIP HANDBOOK

MEDICAL GUIDANCE

STUDENTS

If it is determined that a student needs a prescription or other medical support on a trip, parents are encouraged to attend, however if they are unable, an OCPS clinic trained staff, or backup is required to attend along with the student medication.

- Procedures for the operation of both field and other District-sponsored trips, including athletic trips, shall address provisions which have been made for the administration of medication to those students for whom medications are administered routinely while at school. **ADDITIONS volunteers may not give any medication to students unless the student is the child of the volunteer.** Refer to School Board Policy [JLCD: Medicines - Administering Medicines to Students](#).
 - » Consult with school-based health services staff regarding confirmed date(s) of trip and students attending to ensure that students with specific health needs or physical limitations have equipment, medication, and current medication orders as appropriate.
 - » Arrange for storage and administration of medication during the field trip unless student may self-administer/carry.
 - » All medication, medical supplies and the person(s) responsible for administering the medication shall be transported in the same vehicle as the student(s) requiring medical services.
 - » The chaperone (staff member in charge) should have a copy of each student's Emergency Medical Authorization Form in his or her possession.
- Procedures for the operation of both field and other District-sponsored trips, including athletic trips, shall address provisions which have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities.
- Sponsors of field trips must be aware of and make arrangements for students with food allergies attending trips.
 - » As some students may have food allergies, students should NOT share food with one another and chaperones are asked not to share food with students.
- In case of a medical emergency during the operation of both field and other District-sponsored trips, including athletic trips, follow the proper procedures just as they would be followed while on campus.
- In case of a student accident or incident, a report MUST be completed within 48 hours of the accident and submitted to Risk Management. Specific details must be provided (who, what, where and when). Refer to School Board Policy [JLCE: First Aid and Emergency Medical Care](#).

EMPLOYEES

All employees of OCPS are protected against the cost of injury arising out of or in the scope and course of their employment in accordance with [Florida Workers' Compensation Law](#).

- In case of employee illness or medical emergency during the operation of both field and other District-sponsored trips, including athletic trips, follow the proper procedures just as they would be followed while on campus.
- In case of an employee accident or injury during the operation of both field and other District-sponsored trips, including athletic trips, follow the proper procedures just as they would be followed while on campus.
 - » Any employee who is injured on the job is required to immediately report the injury to the appropriate supervisor and complete the required forms.
 - » In case of a serious injury call 911 and report the nature of the injury so the appropriate medical transportation can be dispatched. Contact the [OCPS Workers' Compensation \(WC\)](#) department at 407.317.3904 or 200-3904, if an injury requires emergency medical transportation to a hospital.

ADDITIONS VOLUNTEERS

As stated in School Board Policy [JJOC: School Volunteers \(4\)](#), Volunteers approved by the principal and who record their attendance at a school according to the procedures established by the District to participate in volunteer opportunities, shall be covered by state liability protection and worker's compensation. **The coverage of state liability protection and worker's compensation only extends to volunteers acting within the scope of their assigned duty and acting with regard to the health and safety of students, parents/guardians, OCPS employees, and others that the volunteer may come in contact with while performing their assigned duty.**

- Please follow the same procedures as stated under "Employee" and contact the OCPS Workers' Compensation (WC) department at 407.317.3904 or 200-3904.

FIELD TRIP HANDBOOK

TRANSPORTATION/DESTINATION MANAGEMENT SERVICES GUIDANCE

Transportation provided for field and other District-sponsored trips please refer to School Board Policy [EEAF: Special Use of Buses](#) and [EEAG: Student Transportation In Private Vehicles](#). If more than 20 students are attending a trip, the group must be transported in an OCPS or charter bus.

OCPS TRANSPORTATION

- Field Trips more than 14 days out must be reserved by using Trip Tracker. The OCPS employee that is responsible for the use of Trip Tracker MUST be designated by school administration (i.e. FT Coordinator and/or Secretary-Bookkeeper).
- Trip requests made **less than 10 days from trip date** must use the [Field Trip Request Form \(ET105\)](#).
- Service cannot be guaranteed for requests that are received with less than a 10-day advance notice.
- If a student requires safety equipment, ensure that this information is included on your trip request. The specialized training for loading, unloading, and properly securing wheelchairs requires that a Bus Monitor from OCPS Transportation Services is used on all field trips when transporting students in wheelchairs.
- School buses must return and unload at the originating school no later than 1:30 p.m. on regular school days (12:30 p.m. on Wednesdays). Buses are available weekdays after 5:15 p.m. (4:15 p.m. on Wednesdays), and all day on weekends and student holidays.
- During after-hours, contact our Dispatch office at 407-317-3483 until 7:30 p.m. (6:00 p.m. school holidays and summer). After 7:30 p.m. (6:00 p.m. school holidays and summer), contact the On-Call Manager at 407-419-0500.
- Changes or cancellation of a trip must be done in writing using the [Field Trip Change/Cancellation Form ET122](#).
 - » Trip cancellations must be emailed to the Field Trip Office at trans-trips@ocps.net two business days prior to the trip start-time.
 - » Any trip cancellation with less than two days' notification will result in a two hour minimum charge. (This does not include weather cancellations.)
- Refer to the [OCPS Transportation Services](#) intranet webpage for additional information.
- For additional assistance, please email the Field Trip Office at trans-trips@ocps.net.

CHARTER BUS/DESTINATION MANAGEMENT SERVICES

- Three (3) quotes will be required to be obtained from the list of Board approved vendors if the trip is expected to be less than \$5000.00.
- Quotes shall be requested from **all** awarded vendors for all trips anticipated to exceed \$5,000 through a secondary quote as defined in OCPS School Board policy [DJB: Purchasing Procedures](#).

AWARDED CONTRACT LIST

- Charter bus companies MUST be OCPS approved vendors pursuant to the Board approved charter bus service list [ITB2203063](#), **not the SAP vendor list**.
- Tour organizers MUST be OCPS approved vendors pursuant to the Board approved Destination Management Services list [ITB2302050](#), **not the SAP vendor list**.
- **Schools may not contract with any charter bus company or tour organizer not on awarded contract lists.**

CAR RENTAL SERVICE OR PRIVATE VEHICLE

- Enterprise is the **only** rental car company approved by OCPS. This is subject to change based on current OCPS vendor bids.
- Private vehicles – school must have a copy of current driver's license and car insurance on file (*unless parent/guardian is driving student directly to and from venue*).
 - » Parents/Guardians must sign the [Authorization and Request for Transportation in Privately Owned Vehicle and Release of Liability](#) form, if private vehicles or car rentals are being utilized (*even if parent/guardian is driving student directly to and from venue*).



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- If transportation is provided outside the State of Florida, students shall be transported by a car or minivan leased/rented from a licensed rental car company.
- All drivers must be an approved ADDitions volunteer; the ADDitions Coordinator must verify approval.
- All drivers require a criminal history background (21-day processing).
- Passengers not to exceed the number of manufacturer's seatbelts for the vehicle (not applicable for buses).
- Maximum of 8 people per vehicle, unless it is a bus.

LIMO RENTALS

- Limousine services must be cleared by the Risk Management Department.
- A Certificate of Insurance (COI) will be required which must include:
 - » **Commercial General Liability Insurance** with a minimum limit of \$1,000,000 each occurrence/minimum limit of \$2,000,000 general aggregate.
 - » **Automobile Liability Insurance:**
 - ◆ Minimum limit of \$1,000,000 each accident; including all owned, non-owned, and hired vehicles when used in conjunction with providing services.
 - ◆ Minimum limit of \$3,000,000 each Accident; when using vehicle with a manufacturer's maximum capacity of 12 passengers and under, that are not personal vehicles.
 - ◆ Minimum limit of \$5,000,000 each accident; when using vehicle(s) with a manufacturer's maximum seating capacity in excess of 12 passengers but less than 25 passengers.
 - Any contractor using vehicle(s) with a manufacturer's maximum seating capacity in excess of 25 shall require prior written approval from and adhere to required insurance limits as directed by OCPS Risk Management Department
 - » **Workers' Compensation Insurance** with a minimum limit of \$1,000,000 each accident/disease (if applicable).
 - ◆ If COI does not include Workers' Compensation Insurance, each contracted driver must complete a "Sole Proprietor General" Hold Harmless Agreement with the Risk Management department in lieu of the WC information. Contact Risk Management at RiskManagement@ocps.net with any questions regarding the "Sole Proprietor General" Hold Harmless Agreement.
- Each contracted limo driver being used MUST be JLA badged. ([SB Policy EEAG](#) applies)
- Parents/Guardians must sign the [Authorization and Request for Transportation in Privately Owned Vehicle and Release of Liability](#) form for each participating student.

WALKING

- The walking distance cannot be more than a 10-15 minute walk to the field trip destination. If it's more than a 10-15-minute walk, a bus will be required unless you are given written approval from your Principal Leader.
- There must be contiguous sidewalks from the school to the FT destination and designated crosswalks. If sidewalks aren't in place for the entire route, schools MUST use a bus to transport students.
- Establish clear rules and expectations for student behavior during the walk. If possible, utilize a buddy system to ensure accountability.
- Monitor weather forecast and prepare for changing conditions. Ensure appropriate attire for the expected weather and activity level and ensure everyone stay hydrated and nourished, especially during hot weather or strenuous activity.
- Actively supervise children, staying vigilant and scanning the environment for potential hazards.
- Chaperone ratio for a walking field trip can still remain 1:10, however, if less than 10 participating students, you must have at least two (2) chaperones. There must be at least (1) teacher/chaperone at the front of the line, at least (1) teacher/chaperone bringing up the rear, and teachers/chaperones at designated points along the line.
- Conduct frequent headcounts, including before leaving, on arrival, and before and after any transitions.

TRANSPORTATION - OTHER

- School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.
- School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.
- School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

FIELD TRIP HANDBOOK

FIELD TRIP VARIATIONS

EXTENDED EDUCATIONAL TRIPS/EXTRACURRICULAR TRIPS

Extended educational or extracurricular trips, hereinafter referred to as “Extended Field Trips,” include all overnight Field Trips (whether within or outside of Orange County), sports-related field trips **not** recognized by the Florida High School Athletic Association (“FHSAA”), and/or Career and Technical Student Organizations field trips not published in the State Department of Education CTSO Activities Calendar. (Refer to [School Board Policy IJOA](#))

- ❖ **Orange & Surrounding County Day Trips MUST be registered a *minimum* of 30 days prior to date of trip.**
- ❖ **Out-of-County, Out-of-State, or Overnight Trips MUST be registered a *minimum* of 45 days prior to date of trip.**
- ❖ **ALL** “extended trips” or overnight trips must follow all overnight field trip procedures, including Division of Learning designee final approval.
- ❖ Overnight trips should be planned so that students miss the least number of school days as possible.
- ❖ Detailed itinerary for trips must include time leaving, all stops for meals, all activities, returning time, lodging addresses and phone numbers. The principal, Division of Learning designee, each parent, and each student is to receive a copy of the itinerary.
- ❖ For field trips within the state of Florida, all persons involved shall recognize that plans are tentative until and unless final approval is received from the Division of Learning designee not less than 10 days prior to the start of the trip date.
- ❖ For out-of-state field trips, all persons involved shall recognize that plans are tentative until and unless final approval is received from the Division of Learning designee not less than 20 days prior to the start of the trip date.
- ❖ Students shall be subject to all School Board rules and the [Code of Student Conduct](#).

INTERSCHOLASTIC ATHLETICS

All District middle and high schools FHSAA sanctioned sports shall be governed by the [Florida High School --Athletics Association, Inc. \(FHSAA\) Bylaws and Policies](#). Students who participate in athletics shall meet eligibility requirements established by FHSAA. Also refer to School Board Policies [JJ](#), [JJA](#) and/or [JJI](#).

- ❖ School Board Policy [IJOA: School Trips and Excursions](#) still applies where approval by the school Principal and Division of Learning designee (*when applicable*) is required.
- ❖ A Field Trip packet must be completed if the trip is **not** recognized by the Florida High School Athletic Association (“FHSAA”). *Please follow the minimum days to register trip as indicated above.*
- ❖ Interscholastic athletic contests shall be prohibited in the elementary school program. This includes sports contests, cheerleading and any athletic competition against another school.
- ❖ No school shall sponsor or permit its team to hold meetings, participate in practice or compete in an athletic contest on Sunday.
- ❖ Saturday contests shall be limited to those which the principal considers essential.
- ❖ Athletic contests shall be scheduled such that participating students will not miss more than five school days during the school year.
- ❖ All students shall be subject to all School Board rules and the [Code of Student Conduct](#) while attending athletic events and practices.

CO-CURRICULAR PROGRAMS

Co-Curricular Program examples are JROTC, band, theater, chorus, yearbook, etc. whose activities are tied to a course code and that occur outside of the educational class period. Students must adhere to Board policies and school-based criteria. Refer to School Board Policies [JJ](#) and/or [JJA](#).

- ❖ School Board Policy [IJOA: School Trips and Excursions](#) still applies where approval by the school Principal and Division of Learning designee (*when applicable*) is required. A Field Trip packet must be completed.
 - ❖ Students shall be subject to all School Board rules and the [Code of Student Conduct](#).
-

FIELD TRIP HANDBOOK

EXTRACURRICULAR PROGRAMS

Extracurricular Program examples are Student Government Association, Chess Club, National Honor Society, Key Club, etc. whose activities are organized outside of the educational class period and intended to meet students' interests, supervised by a school employee. Students must adhere to Board policies and school-based criteria. Refer to School Board Policies [JJ](#) and/or [JJA](#).

- ❖ School Board Policy [JJOA: School Trips and Excursions](#) still applies where approval by the school Principal and Division of Learning designee (*when applicable*) is required. A Field Trip packet must be completed.
- ❖ Students shall be subject to all School Board rules and the [Code of Student Conduct](#).

INTERNATIONAL TRIPS

International Academic Field Trips are trips that include international travel or travel outside the USA or where a passport is required. International trips require Risk Management and Division of Learning designee approval prior to advertising the trip to families. PLEASE NOTE: The District reserves the right to cancel an international trip based upon travel alerts issued by the U.S. Department of State for areas in the general vicinity around the location of the field trip.

International Academic Field Trips take on liability in addition to that normally associated with domestic field trips. Documenting your discussions with students on the hazards of the trip is essential so, whenever possible, instructions to students should be put in writing.

- ❖ **International trip MUST be registered a *minimum* of 120 days prior to date of trip.**
- ❖ All participants must have valid passport requirements and instruction.
- ❖ All participants must have valid health insurance when traveling out of the country. Please be sure insurance card and description of coverage is on-hand and readily accessible.
- ❖ **Group Accident Insurance procured by Risk Management and payable by trip participants will be required. School Board policy does not allow schools to purchase insurance.**
- ❖ Security information from the U.S. Department of State for all countries/cities to be visited is required. Visit travel.state.gov for more information.
- ❖ Check the government website again a week or two before the departure date to determine the level of threat.
- ❖ If a severe threat is generated a week before departure, the trip shall be cancelled.
- ❖ If a travel alert is issued by the U.S. Department of State a week or less before departure for the location of the field trip, the trip shall be cancelled.
- ❖ Review background information pertaining to upcoming cultural differences that a student may experience while visiting foreign countries.
- ❖ Remind participants to carry sufficient personal medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip.
- ❖ Students shall be subject to all School Board rules and the [Code of Student Conduct](#).

ACADEMIC DUAL ENROLLMENT | ORANGE TECHNICAL COLLEGE TRIPS

School Board Policy [JJOA: School Trips and Excursions](#) still applies for *minor students* where approval by the school Principal and Division of Learning designee (*when applicable*) is required.

- ❖ A Field Trip packet must be completed for participating *minor student(s)* by the technical college. A copy of the approved field trip form and all accompanying documentation should also be sent to participating student(s) home school to be kept on file for 3 years. Offsite hands-on field experience trainings directly tied to dual enrollment programs should not be counted as field trips; *e.g. clinicals (or clinical rotations), internships, apprenticeships, etc.*
- ❖ For ALL overnight trips, the **Short Stay Away Trip Form** must be completed. The form is located within the [Campus Security Authority \(CSA\) Portal](#). For questions about this form or access, contact OCPS District Police at 407-317-3325 or ext. 200-3325.
- ❖ It is required that an advisor or other school district approved representative accompany all students to, from and while attending any event or activity.
- ❖ For participating minor students, chaperone guidance and responsibilities remain the same for all field trip types. *Refer back to the "ADDITIONS VOLUNTEERS/CHAPERONES GUIDANCE" section of the handbook.*
- ❖ All participating minor student(s) shall be subject to all School Board rules and the [Code of Student Conduct](#).

FIELD TRIP HANDBOOK

- ❖ Field trips for adult only student(s) do not need to be registered through the online registration form, however, please continue to follow your usual procedures and maintain these records at your school.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

Activities of Career and Technical Student Organizations (CTSOs) shall be governed by State Board of Education Rules. CTSOs (formerly vocational student organization), when provided, shall be an integral part of CTE, and the activities of such organizations provide a unique program of career and leadership development, motivation, and recognition for middle, secondary and post-secondary students enrolled, previously enrolled, or interested in career and technical education programs.

- ❖ Career and Technical Student Organizations (CTSOs) field trips do not need to be registered through the online registration form, however, please continue to follow your usual procedures and maintain these records at your school.

Below are examples of supported CTSOs and their alignment.

- Florida Business Professionals of America (BPA) | Business Professionals of America (national organization)
- Florida Collegiate DECA (Delta Epsilon Chi) | Florida DECA, Inc. (DECA) | DECA (national organization)
- Florida Family, Career and Community Leaders of America (FCCLA) | Family, Career and Community Leaders of America (national organization)
- Florida FBLA-PBL Association, Inc. (FBLA/PBL) | Future Business Leaders of America-Phi Beta Lambda (national organization)
- Florida FFA Association, Inc. (FFA) | National FFA Organization
- Florida HOSA - Future Health Professionals (HOSA) | HOSA - Future Health Professionals (national organization)
- Florida Public Service Association, Inc. (FPSA)
- Florida SkillsUSA, Inc. | SkillsUSA (national organization)
- Florida Technology Student Association, Inc. (TSA) | Technology Student Association (national organization) (TSA)

NON-SCHOOL SPONSORED TRIPS

Commercial agencies or other non-school agencies shall not use the name of an individual school or the school district or any of its resources to organize or promote Field Trips.

If the trip is being sponsored and coordinated by boosters or parents, the following language must be included on all announcements/flyers related to the trip:

- This is NOT an OCPS/Name of School sponsored field trip or activity. Your participation is voluntary and The School Board of Orange County Florida is not financially responsible nor liable for any damages or injuries suffered by the participants who voluntarily partake in the events of the trip.

On a voluntary and individual basis, students and teachers outside the regular instructional programs may make occasional trips of varying duration to foreign countries. Such activities when conducted are strictly between the individual participants and any supporting agency and shall neither be endorsed nor supported by the School Board of Orange County. Since the School Board shall not be involved in the curriculum, itinerary or selection of advisors for such trips, all publicity, literature and advertisements shall not infer official sponsorship nor include the name of either the individual school or the school board. Class time shall not be used for the planning, promotion or enactment of such trips nor will academic credit for participation be awarded.

The individual planning the non-school sponsored event may NOT correspond using an OCPS email nor are they allowed to utilize any School Board resources including School Board property to discuss itinerary with any participants who are voluntarily attending the non-school sponsored trip. A records request will determine if [School Board Policy IJOA](#) is violated in the promoting of this trip in which the School Board of Orange County Legal Department may be involved.



Orange County Public Schools

Risk Management



ADDITIONS SCHOOL VOLUNTEER GUIDELINES:

- ❖ VOLUNTEERS MUST MAINTAIN STRICT CONFIDENTIALITY concerning information they see and hear concerning students and staff, including students' grades, records, and abilities.
- ❖ Volunteers DO NOT discipline students. Please report discipline problems to the teacher.
- ❖ Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom. These are the teachers' responsibilities.
- ❖ Volunteers agree to abide by School Board Policy: ADC, Tobacco-Free Schools & Facilities.
- ❖ Volunteers agree to report Child Abuse or Suspected Abuse to site administrator and the Department of Children and Families at 1.800.96ABUSE (1.800.962.2873).
- ❖ Volunteers may not give any medication to students.
- ❖ Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- ❖ Volunteers' discussions with teachers should not interrupt class time.
- ❖ Volunteers may not bring any other individual with them while volunteering.
- ❖ Volunteers' comments should not be written on student papers that are to be sent home.
- ❖ Volunteers should not laugh at or belittle student answers or efforts.
- ❖ Volunteers should contact ONLY school staff members with any concerns regarding students.
- ❖ Volunteers are assigned only to staff members who request their services.
- ❖ Volunteers should set a good example for students by their manner, appearance, and behavior, and should be well-groomed and appropriately dressed.
- ❖ Comparing and criticizing teachers and students are not acceptable volunteer behaviors.
- ❖ Volunteers should be in good physical and mental health.
- ❖ Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- ❖ Volunteers may not conduct personal business at school.
- ❖ Volunteers should never touch students in any way that is aggressive, disciplinary or sexual in nature.
- ❖ Volunteers must guard against private communications with students; (i.e. such as social media, texting, email...).
- ❖ All volunteers must Sign In and Out at a location designated by the principal before proceeding to their volunteer site during and after schools hours.
- ❖ All volunteers or visitors MUST WEAR AN IDENTIFYING NAMETAG approved by the school's administration.
- ❖ During the annual enrollment volunteers must review the OCPS Standard Response Protocol training video within the volunteer profile dashboard.
- ❖ Volunteers must adhere to the main office entrance requirement. Every person entering the main office must be buzzed in individually. Do not hold the door.



Orange County Public Schools

CHAPERONE RESPONSIBILITIES FOR FIELD TRIPS:

- The field trip supervisor/sponsor must be a faculty member of the institution taking the trip.
- All chaperones must be at least **21 years** of age and a member of the school faculty/staff or a district registered ADDitions volunteer.
- **Daytime and Overnight Fieldtrip Chaperones** must assume responsibility for students from the time they leave until the time they return. Two (2) adult chaperones must be assigned per group to accommodate the following scenario: one (1) adult to monitor the group and one (1) adult to escort students to the restroom when needed. For overnight field trips, chaperones are to assume 24-hour per day responsibilities for students.
- The level of student supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities.
- Chaperones are expected to be familiar with the Code of Student Conduct and the Code of Civility, and shall report all suspected violations to the field trip supervisor/sponsor immediately.
- Chaperones may not discipline a student, staff member, and/or another chaperone.
- Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
- Chaperones must actively supervise and keep an accurate check on students assigned to them.
- For overnight field trips, chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.
- Gender of the group members shall be considered when assigning chaperones and floor assignments.
- Chaperones will not be permitted to bring any other individual with them while chaperoning. This includes, but is not limited to, siblings of participating students or other individuals.
- Individuals who are not chaperones or student participants in a field trip will NOT be permitted to join a field trip at its destination unless the individual is an approved ADDitions volunteer by OCPS. These volunteers must also be authorized by OCPS to participate in the designated field trip by the field trip supervisor/sponsor.
- Chaperones must wear appropriate clothing at all times. Appropriate clothing is defined as being dressed from neck/shoulder area to mid-thigh or knee area.
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident.
- Chaperones are required to report any illness of students to the field trip supervisor/sponsor immediately.



**FIELD TRIP
REQUEST
FORMS**



ORANGE COUNTY PUBLIC SCHOOLS

Field Trip Request Template | Day Trip (Orange & Surrounding Counties)

(Requires Principal Final Approval Signature Only)

SCHOOL INFO	OCPS School/Location: _____		Is this trip being sponsored by a District Department? ☐ Yes ☐ No	
	Grade Level(s) _____		If Yes; Include Name of OCPS Department below: _____	
LOCATION	Class/Club/Group: _____ (e.g. Music, Band, Theatre, JROTC, SGA, News Crew, Safety Patrol, etc.)		_____ (e.g. Curriculum & Instruction - Performing Arts, Access & Opportunity, Foundation, etc.)	
	In which county will this field trip take place: ☐ Orange ☐ Brevard ☐ Lake ☐ Osceola ☐ Polk ☐ Seminole ☐ Volusia			
Venue/Destination Name(s) & Address(es): _____				
The venue name(s) and address(es) MUST be included on this form unless the destination is to another OCPS school, at which only the OCPS school name is needed.				
DATE(S)	Multiple Days? ☐ Yes ☐ No		TIMES	Departure Time: _____
	Begin Date: _____ End Date: _____			Return Time: _____
FUNDING	Total Cost Per Student \$ _____ (OR) ☐ NO COST		☐ Parent/Guardian ☐ District Grant/Title I Funding ☐ PTA ☐ Other (Specify): _____ Provision for Those Unable to Pay (e.g. angel fund): _____	
	School must provide written notification to parents regarding the refund policy.			
STUDENT PARTICIPANTS CHAPERONE COUNT	Total Number of Participating Students _____		❖ All volunteers shall be registered and approved through the ADDitions Program. ❖ One (1) adult (parent/legal guardian or otherwise) chaperone is required for each ten (10) participating students. If your ratio does not meet the 10:1, you will need an additional chaperone; e.g. 31 students will require 4 chaperones. Exceptions to or additional limitations to the chaperone ratio shall be determined at the discretion and approval from Risk Management. ❖ The level of supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities. ❖ Proper arrangements shall be made for any students who do not attend a Field Trip. ❖ Individuals who are not chaperones or student participants in a field trip will NOT be permitted to join a field trip at its destination unless the individual is an approved ADDitions volunteer by OCPS. These volunteers must also be authorized by OCPS to participate in the designated field trip by the field trip supervisor/sponsor. ** Additional Personnel are NOT to be counted as chaperones; they are only responsible for supervising the student to which they are assigned Examples of Additional Personnel: Paraprofessional, Nurse, Interpreter for the Deaf and Hard of Hearing, etc.	
	Number of Teacher/Staff Members _____			
	Number of ADDitions Volunteers _____			
	Total Number of Chaperones _____			
** Additional Personnel (if applicable): _____				
MODE OF TRANSPORTATION (Refer to School Board Policies EEAF: Special Use of Buses and EEAG: Student Transportation in Private Vehicles)				
☐ OCPS Buses ☐ Charter Bus Vendor: _____ ☐ Tour Organizer: _____ ☐ Other (Please specify): _____			➤ Must use OCPS or charter bus if more than 20 student participates. ➤ Charter Bus must be on the Board approved vendor bid list ITB2203063. ➤ Tour Organizer must be on the Board approved vendor bid list ITB2302050. ➤ Our Bid lists are the ONLY vendors we can warranty to be in compliance with Florida Laws. If a vendor outside of the Board approved list procures the charter bus transportation, although Risk Management vehemently disagrees with this, it is recommended that drivers be checked against the federal and state sexual predator databases as an added safety measure. Risk Management's recommendation is to base decisions off of the safest option for our students and staff. ➤ Ride sharing services (e.g., Uber, Lyft) are not to be used as a mode of transportation	
☐ Limo Service _____			➤ Limo Service MUST be cleared with Risk Management; a COI to include WC is REQUIRED. ➤ The Authorization and Release for Transportation of Student in Privately Owned Vehicle liability form will be REQUIRED.	
Personal Vehicle or Rental Car (if applicable) The Authorization and Release for Transportation of Student in Privately Owned Vehicle liability form is REQUIRED for each participating student.				
Car Type ☐ Personal Vehicle ☐ Rental Car		Drivers ☐ Teacher/Staff Member ☐ Parent/Guardian/Other		Number of Vehicles: _____ Number of Drivers: _____
☐ Walking Trip		➤ A walking field trip is allowed if the distance is no more than a 10-15-minute walk; if it's more than a 10-15-minute walk, a bus will be required unless you are given <u>written</u> approval from your Principal Leader. ➤ There must be contiguous sidewalks from the school to the FT destination and designated crosswalks. If sidewalks aren't in place for the entire route, schools MUST use a bus to transport students. ➤ Chaperone ratio for a walking field trip can still remain 1:10, however, if less than 10 participating students, you must have at least two (2) chaperones. There must be at least (1) teacher/chaperone at the front of the line, at least (1) teacher/chaperone bringing up the rear, and teachers/chaperones at designated points along the line.		
Field Trip Organizer(s) Name(s) and Contact/Cell Number(s)		Organizer (1) Name: _____ Contact Number: _____ Organizer (2) Name: _____ Contact Number: _____		

All applicable fields above MUST be fully completed before given to your school's Field Trip Coordinator.

The following documentation must be included with this field trip template form and given to your school's Field Trip Coordinator prior to online field trip registration:

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> ✓ Parent Letter ✓ Draft Itinerary ✓ Trip Purpose/List of State Standard(s) | <ul style="list-style-type: none"> ✓ Student Roster ✓ Chaperone Roster ✓ Draft Copy of Field Trip Permission Slip - Day Trip ✓ Transportation Information/Itinerary | <ul style="list-style-type: none"> ✓ If a walking field trip, a copy of a google map is <u>required</u>. Map must include the walking time and distance. ✓ Tour company information and/or itinerary (When applicable) ✓ Any/All other supporting documentation |
|--|---|--|

Orange & Surrounding County Day trips MUST be registered a minimum of **30 days** prior to date of trip. Upon Risk Management approval, the field trip form will automatically generate online and be sent out to each party individually via DocuSign for final approval e-signatures. When all e-signatures are obtained, all parties should receive a copy of the final signed field trip form. The final signed form will also automatically upload within the registered entry.

Final Approvals: Final approval signatures indicate that all field trips OCPS policies and procedures are in place and will be followed and all chaperones have been approved by the school's ADDitions Coordinator. The approval email from Risk Management along with all other correlating field trip documents must be kept on file at the school for a minimum (3) three years.

Questions? Call extension 200-3296 and reference the designated Row ID Number for the inquired trip.



ORANGE COUNTY PUBLIC SCHOOLS

Field Trip Request Template | Day Trip (Out-of-County/Out-of-State)

(Requires Principal AND Division of Learning Designee Final Approval)

SCHOOL INFO	OCPS School/Location: _____		Is this field trip being sponsored by a District Department? ☐ Yes ☐ No	
	Grade Level(s) _____		If Yes; Include Name of OCPS Department below: _____	
LOCATION	Class/Club/Group: _____ (e.g. Music, Band, Theatre, JROTC, SGA, News Crew, Safety Patrol, etc.)		_____ (e.g. Curriculum & Instruction - Performing Arts, Access & Opportunity, Foundation, etc.)	
	☐ Out-of-County ☐ Out-of-State		Please Note: Risk Management may require additional insurance coverage for out-of-state day trips. (e.g. Georgia, Alabama)	
Destination/ Venue Name(s) & Address(es) The venue name(s) <u>and</u> address(es) MUST be included on this form.				
DATES	Departure Date: _____		Return Date: _____	
TIMES	Departure Time: _____		Return Time: _____	
			FUNDING Total Cost Per Student: \$ _____ (OR) ☐ NO COST ☐ Parent/Guardian ☐ District Grant/Title I Funding ☐ PTA ☐ Other (Please Specify): _____ Provision for Those Unable to Pay (e.g. angel fund): _____ School must provide written notification to parents regarding the refund policy.	
STUDENT PARTICIPANTS CHAPERONE COUNT	Total Number of Participating Students _____		All volunteers shall be registered and approved through the ADDitions Program. Out-of-County Day Trips (1:10 Chaperone/Student Ratio): One (1) adult (parent/legal guardian or otherwise) chaperone is required for every ten (10) participating students. If your ratio does not fully meet the required 10:1, you may need an additional chaperone; e.g. 31 students will require 4 chaperones. Refer to School Board Policy IJOA Out-of-State Day Trips (1:5 Chaperone/Student Ratio): One (1) adult (parent/legal guardian or otherwise) chaperone is required for every five (5) participating students. If your ratio does not fully meet the required 1:5 ratio, you may need an additional chaperone; e.g. 31 students will require 7 chaperones. Exceptions to or additional limitations to the chaperone ratio shall be determined at the discretion and approval from Risk Management. Refer to School Board Policy IJOA Proper arrangements shall be made for any students who do not attend a Field Trip. Individuals who are not chaperones or student participants in a field trip will NOT be permitted to join a field trip at its destination unless the individual is an approved ADDitions volunteer by OCPS. These volunteers must also be authorized by OCPS to participate in the designated field trip by the field trip supervisor/sponsor.	
	Number of Teacher/Staff Members _____			
	Number of ADDitions Volunteers _____			
	Total Number of Chaperones _____			
Additional Personnel (If applicable): _____		Additional Personnel are NOT to be counted as chaperones; they are only responsible for supervising the student to which they are assigned. Examples of Additional Personnel: Paraprofessional, Nurse, Interpreter for the Deaf and Hard of Hearing, etc.		
MODE OF TRANSPORTATION (Refer to School Board Policies EAAF: Special Use of Buses and EEAG: Student Transportation In Private Vehicles)				
☐ OCPS Buses ☐ Charter Bus Vendor: _____ ☐ Tour Organizer: _____ ☐ Other (Please specify): _____			Must use OCPS or charter bus if more than 20 student participates. Charter Bus must be on the Board approved vendor bid list ITB2203063 . Tour Organizer must be on the Board approved vendor bid list ITB2302050 . Our Bid lists are the ONLY vendors we can warranty to be in compliance with Florida Laws. If a vendor outside of the Board approved list procures the charter bus transportation, although Risk Management vehemently disagrees with this, it is recommended that drivers be checked against the federal and state sexual predator databases as an added safety measure. Risk Management's recommendation is to base decisions off of the safest option for our students and staff. Ride sharing services (e.g., Uber, Lyft) are <u>not</u> to be used as a mode of transportation.	
Personal Vehicle or Rental Car (If applicable) The Authorization and Release for Transportation of Student in Privately Owned Vehicle liability form is REQUIRED for each participating student.				
Car Type ☐ Personal Vehicle ☐ Rental Car		Drivers ☐ Teacher/Staff Member ☐ Parent/Guardian/Other Number of Vehicles: _____ Number of Drivers: _____		
Airline Information (If applicable) Departure Flight Airline Name: _____ Departure Flight Number: _____ Departure Flight Time: _____ Return Flight Airline Name: _____ Return Flight Number: _____ Return Flight Time: _____ Field Trip Organizer(s) Name(s) and Contact/Cell Number(s) Organizer (1) Name: _____ Contact Number: _____ Organizer (2) Name: _____ Contact Number: _____				

All applicable fields above **MUST** be fully completed before given to your school's Field Trip Coordinator.

The following documentation **must** be included with this field trip template form and given to your school's Field Trip Coordinator prior to online field trip registration:

✓ Parent Letter and Draft Itinerary	✓ Chaperone Roster	✓ Tour Company Itinerary/Information (When applicable)
✓ Trip Purpose/List of the State Standard(s)	✓ Draft Copy of Field Trip Permission Slip - Day Trip	✓ Flight Itinerary (When applicable)
✓ Student Roster	✓ Transportation Information/Itinerary	✓ Any/All Other Supporting Documentation

Out-of-County or Out-of-State field trips **MUST** be registered a **minimum of 45 days** prior to date of trip. Upon approval from Risk Management, your Principal Leader's office will automatically be notified to review all documents. The Administrative Secretary will contact the Field Trip Coordinator via Smartsheets if additional information is required. Once all forms are reviewed and accepted by your Principal Leader's office, the field trip form will automatically generate online and be sent out individually to each party via DocuSign for final approval e-signatures. When all e-signatures are obtained, all parties should receive a copy of the final field trip form and the final signed form will automatically be uploaded within the registered entry.

Final Approvals: Final approval signatures indicate that all field trip OCPS policies and procedures are in place and will be followed and all chaperones have been approved by the school's ADDitions Coordinator. All correlating field trip documents must be kept on file at the school for a minimum (3) three years.

Questions? Call extension 200-3296 and reference the designated Row ID number for the inquired trip.



ORANGE COUNTY PUBLIC SCHOOLS

Field Trip Request Template | Overnight Trip

(Requires Principal AND Division of Learning Designee Final Approval)

SCHOOL INFO	OCPS School/Location: _____		Is this field trip being sponsored by a District Department? ☐ Yes ☐ No	
	Grade Level(s) _____		If Yes; Include Name of OCPS Department below: _____	
LOCATION	Class/Club/Group: _____ (e.g. Music, Band, Theatre, JROTC, SGA, News Crew, Safety Patrol, etc.)		(e.g. Curriculum & Instruction - Performing Arts, Access & Opportunity, Foundation, etc.)	
	☐ In-County ☐ Out-of-County ☐ Out-of-State Please Note: Risk Management may require additional insurance coverage for out-of-state trips.			
Destination/Venue Name(s) & Address(es) The venue name(s) <u>and</u> address(es) are REQUIRED to be included on this form.				
DATES	Departure Date: _____		Return Date: _____	
	Departure Time: _____		Return Time: _____	
TIMES	Total Cost Per Student: \$ _____ (OR) ☐ NO COST		☐ Parent/Guardian ☐ PTA ☐ Grant/Title I Funding	
	☐ Other (Specify): _____		Provision for Those Unable to Pay (e.g. angel fund): _____	
School must provide written notification to parents regarding the refund policy.				
STUDENT CHAPERONE COUNT	Total Number of Participating Students _____		❖ All volunteers shall be registered and approved through the ADDITIONS Program. ❖ All Overnight Trips (1:5 Chaperone/Student Ratio): One (1) adult (parent/legal guardian or otherwise) chaperone is required for every five (5) participating students. If your ratio does not fully meet the required 1:5 ratio, you may need an additional chaperone; e.g. 31 students will require 7 chaperones. Exceptions to or additional limitations to the chaperone ratio shall be determined at the discretion and approval from Risk Management. ❖ Proper arrangements shall be made for any students who do not attend a field trip. ❖ Individuals who are not chaperones or student participants in a field trip will NOT be permitted to join a field trip at its destination unless the individual is an approved ADDITIONS volunteer by OCPS. These volunteers must also be authorized by OCPS to participate in the designated field trip by the field trip supervisor/sponsor.	
	Number of Teacher/Staff Chaperones _____			
	Number of ADDITIONS Volunteers _____			
	Total Number of Chaperones _____			
**Additional Personnel (If applicable): _____		**Additional Personnel are NOT to be counted as chaperones; they are only responsible for supervising the student to which they are assigned. (Examples of Additional Personnel: Paraprofessional, Nurse, Interpreter for the Deaf and Hard of Hearing, etc.)		
LODGING INFORMATION (VRBO and Airbnb are NOT Allowed)				
Hotel Name & Address: _____ Phone: _____				
Hotel Name & Address: _____ Phone: _____				
MODE OF TRANSPORTATION (Refer to School Board Policies EEAF: Special Use of Buses and EEAG: Student Transportation In Private Vehicles)				
☐ OCPS Buses ☐ Charter Bus Vendor: _____ ☐ Tour Organizer: _____ ☐ Other (Specify): _____			➤ Must use OCPS or charter bus if more than 20 student participates. ➤ Charter Bus must be on the Board approved vendor bid list ITB2203063 . ➤ Tour Organizer must be on the Board approved vendor bid list ITB2302050 . ➤ Our Bid lists are the ONLY vendors we can warranty to be in compliance with Florida Laws. If a vendor outside of the Board approved list procures the charter bus transportation, although Risk Management vehemently disagrees with this, it is recommended that drivers be checked against the federal and state sexual predator databases as an added safety measure. Risk Management's recommendation is to base decisions off of the safest option for our students and staff. ➤ Ride sharing services (e.g., Uber, Lyft) are <u>not</u> to be used as a mode of transportation.	
Personal Vehicle or Rental Car (If applicable) The Authorization and Release for Transportation of Student in Privately Owned Vehicle form is REQUIRED for each participating student.				
Car Type: ☐ Personal Vehicle ☐ Rental Car		➤ Personal vehicle or rental car drivers need to be approved by ADDITIONS Coordinator. ➤ If outside the State of Florida, students shall be transported by a car or minivan leased/rented from a licensed rental car company. ➤ School must have a copy of current driver's license and car insurance on file (unless parent/guardian is only driving student directly to and from venue, however, the Authorization and Release for Transportation of Student in Privately Owned Vehicle liability form is still REQUIRED for each participating student). ➤ Enterprise is the only rental car company approved by OCPS. This is subject to change based on current OCPS vendor bids. Questions about rental car companies should be addressed with Procurement@ocps.net .		
Drivers: ☐ Teacher/Staff Member Number of Vehicles: _____ ☐ Parent/Guardian/Other Number of Drivers: _____				
Airline Information (When applicable) Please note: If using a tour organizer, airline information is still required to be completed.				
Departure Flight	Airline Name: _____		Departure Flight Number: _____	Departure Flight Time: _____
Return Flight	Airline Name: _____		Return Flight Number: _____	Return Flight Time: _____
Field Trip Organizer(s) Name(s) and Contact/Cell Number(s)		Organizer (1) Name: _____ Contact Number: _____ Organizer (2) Name: _____ Contact Number: _____		

All applicable fields above **MUST** be fully completed before given to your school's Field Trip Coordinator.

The following documentation **must** be included with this field trip template form and given to your school's Field Trip Coordinator prior to online field trip registration:

- | | | |
|---|--|--|
| ✓ Draft Itinerary and Parent Letter | ✓ Overnight Room Assignment Form | ✓ Transportation Itinerary/Information |
| ✓ A List of the State Standard(s) /Trip Purpose | ✓ Overnight Chaperone Rotation Schedule | ✓ Tour Company Itinerary/Information (When applicable) |
| ✓ Student Roster | ✓ Draft Copy of Overnight Parent Permission Form | ✓ Flight Itinerary (When applicable) |
| ✓ Chaperone Roster | ✓ Copies of Itineraries for Lodging Accommodations | ✓ Any/All Other Supporting Documentation |

Overnight field trips **MUST** be registered a **minimum of 45 days** prior to date of trip. Upon approval from Risk Management, your Principal Leader's office will automatically be notified. The Administrative Secretary will contact the Field Trip Coordinator via Smartsheets if additional information is required. Once all forms are reviewed and accepted by your Principal Leader's office, the field trip form will automatically generate online and be sent out to each party individually via DocuSign for final approval e-signatures. When all e-signatures are obtained, all parties should receive a copy of the final signed field trip form. The final signed form will also be automatically uploaded within the registered entry.

Final Approvals: Final approval signatures indicate that all field trips OCPS policies and procedures are in place and will be followed and all chaperones have been approved by the school's ADDITIONS Coordinator. The approval email from Risk Management along with all other correlating field trip documents must be kept on file at the school for a minimum (3) three years.

Questions? Call extension 200-3296 and reference the designated Row ID Number for the inquired trip.



ORANGE COUNTY PUBLIC SCHOOLS

Field Trip Request Template | International Trip

(Requires Principal AND Division of Learning Designee Final Approval)

SCHOOL INFO	OCPS School/Location: _____		Grade Level(s): _____	
	Program: _____		Class/Club/Group: _____ (If applicable)	
LOCATION(S)	Location 1	_____	DATES	From: _____ To: _____
	Location 2	_____		From: _____ To: _____
	Location 3	_____		From: _____ To: _____
FUNDING	Total Cost Per Student: \$ _____ ☐ Parent/Guardian ☐ District Grant/Title I Funding ☐ PTA			
	☐ Other (Please Specify): _____ Provision for Those Unable to Pay (e.g. angel fund): _____			
STUDENT CHAPERONE COUNT	Total Number of Participating Students		_____	
	Number of Teacher/Staff Chaperones		_____	
	Number of ADDitions Volunteers		_____	
	Total Number of Chaperones		_____	
❖ All volunteers shall be registered and approved through the ADDitions Program. ❖ International Trips (1:5 Chaperone/Student Ratio): One (1) adult (parent/legal guardian or otherwise) chaperone is required for every five (5) participating students. If your ratio does not fully meet the required 5:1 ratio, an additional chaperone will be required; e.g. 31 students will require 7 chaperones. Exceptions to or additional limitations to the chaperone ratio shall be determined at the discretion and approval from Risk Management. ❖ Schools will notify parents of the risks associated with international travel. ❖ Group Accident Insurance procured by Risk Management and payable by trip participants will be required.				
LODGING (VRBO and Airbnb are NOT Allowed)				
Hotel Name & Address: _____			Hotel Phone : _____	
Hotel Name & Address: _____			Hotel Phone : _____	
Hotel Name & Address: _____			Hotel Phone : _____	
AIRLINE INFORMATION (Copies of the flight itinerary must be included with form)				
Departure Flight (1)	Airline Name: _____	Departure Flight Number: _____	Departure Flight Time: _____	
Return Flight (1)	Airline Name: _____	Return Flight Number: _____	Return Flight Time: _____	
Please Note: Ride sharing services (e.g., Uber, Lyft) are not to be used as a mode of transportation.				
SPONSORING AGENCY INFORMATION				
Tour Company Name: _____		Company Main Phone Number: _____		
Tour Company Address: _____				
Direct Contact Name: _____		Direct Contact Phone Number: _____		
Field Trip Organizer(s) Name(s) and Contact/Cell Number(s)	Organizer (1) Name: _____		Contact Number: _____	
	Organizer (2) Name: _____		Contact Number: _____	

All applicable fields above MUST be fully completed before given to your school's Field Trip Coordinator.

The following documentation must be included with this field trip template form and given to your school's Field Trip Coordinator prior to online field trip registration:

✓ Draft itinerary and Parent Letter	✓ Overnight Room Assignment Form	✓ Transportation Itinerary/Information
✓ Trip Purpose/List of the State Standard(s)	✓ Overnight Chaperone Rotation Schedule	✓ Tour Company Itinerary/Information (When applicable)
✓ Student Roster	✓ Draft Copy of Overnight Parent Permission Form	✓ Flight Itinerary (When applicable)
✓ Chaperone Roster	✓ Copies of Itineraries for Lodging Accommodations	✓ Any/All Other Supporting Documentation

International field trips **MUST** be registered a minimum of **120 days** prior to date of trip. Upon approval from Risk Management, your Principal Leader's office will automatically be notified to review all documents. The Administrative Secretary will contact the Field Trip Coordinator via Smartsheets if additional information is required. Once all forms are reviewed and accepted by your Principal Leader's office, the field trip form will automatically generate online and be sent out individually to each party via DocuSign for final approval e-signatures. When all e-signatures are obtained, all parties should receive a copy of the final field trip form and the final signed form will automatically be uploaded within the registered entry.

Final Approvals: Final approval signatures indicate that all field trips OCPS policies and procedures are in place and will be followed and all chaperones have been approved by the school's ADDitions Coordinator. The approval email from Risk Management along with all other correlating field trip documents must be kept on file at the school for a minimum (3) three years.

Questions? Call extension 200-3296 and reference the designated Row ID Number for the inquired trip.



ORANGE COUNTY PUBLIC SCHOOLS

Field Trip Request Template | International Trip

(Requires Principal AND Division of Learning Designee Final Approval)

PLEASE SUBMIT PACKET 120 DAYS PRIOR TO TRIP

1. One to three-page narrative highlighting curriculum links and what students expect to experience. How does the planned activity support the state standards and relate to the Scope and Sequence for the course? List the [State Standard\(s\)](#) in your response.
2. Complete itinerary, including modes of transportation from Orlando to the destination, and detailed information regarding lodging in all locations.
3. Roster of students attending and all chaperones. Include the Chaperone Approval Form and a copy of each chaperone's driver's license.
4. Security information for the country to which group is traveling.
5. If a Travel Alert is issued by the U.S. State Department a week or less prior to departure for the location of the field trip, the trip shall be cancelled. The trip may also be cancelled based upon travel alerts issued by the U.S. State Department for areas in the general vicinity around the location of the field trip.

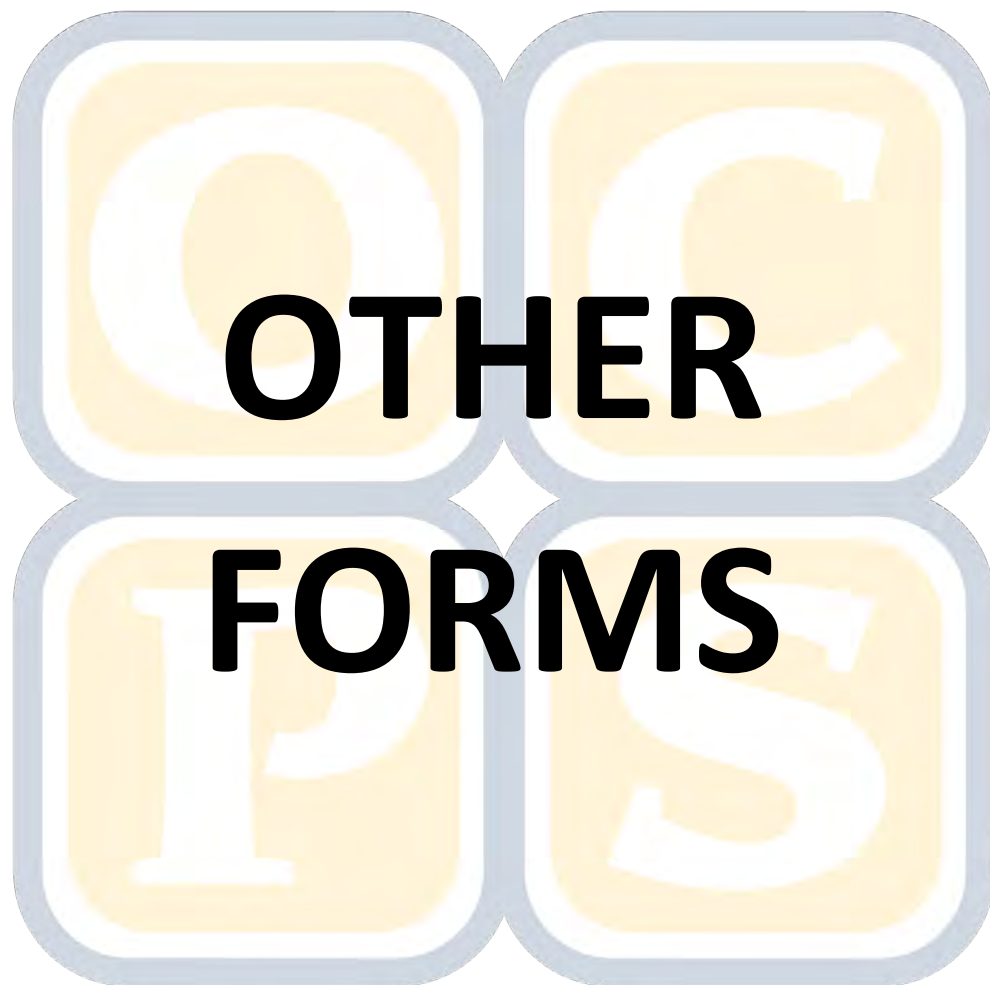
Forms must be submitted 120 days prior to trip.

- Complete International Field Trip Request form, with all supporting documentation:
 - ❖ 1-3 page narrative highlighting curriculum links and what students expect to experience.
 - ❖ Parent/Guardian letter. Letter must include, at a minimum, the following information:
 - » The nature of the field trip.
 - » The date(s) and time(s) of the field trip.
 - » Specific location(s) and type(s) of establishment(s) to be visited.
 - » Mode(s) of transportation.
 - » Method of student supervision provided, such as anticipated number of chaperones.
 - » Whether room assignments for overnight lodging are not separated by biological sex at birth.
 - ◆ Overnight lodging must include accommodations or modifications in order to ensure that all eligible students have the opportunity to participate in the field trip
 - ❖ Complete itinerary, including modes of transportation.
 - ❖ Student and chaperone rosters.
 - ❖ Copy of current driver's license for all chaperones.
 - ❖ Security information for the countries/cities that will be visited. Schools will notify parents of the risks associated with international travel.
 - ❖ Provide information regarding the availability of emergency medical facilities.
 - ❖ Provide assurances that the OCPS [Student Code of Conduct](#) will take precedence over local customs if they are in conflict (alcohol consumption, smoking, etc.).
 - ❖ Provide addresses and phone numbers of the sponsoring agency (if applicable) and a contact for the sponsoring group(s).
- Once registered, Risk Management reviews documentation for approval.
 - ❖ Group Accident Insurance procured by Risk Management and payable by trip participants will be required.
- Once Risk Management reviews and approves, Division of Learning designee's office will receive notification to review documentation for approval.
- Continue to monitor travel alerts through <http://www.state.gov/countries> up until departure date.

Commercial agencies or other non-school agencies shall not use the name of an individual school or the school district or any of its resources to organize or promote Field Trips.

International trip on a voluntary and individual basis, outside the regular instructional programs will not be processed.

Such activities when conducted, are strictly between the individual participants and any supporting agency and shall neither be endorsed nor supported by the School Board. Since the School Board shall not be involved in the curriculum, itinerary, or selection of advisors for such trips, all publicity, literature, and advertisements shall not infer official sponsorship nor include the name or logo of either the individual school or the School Board. Class time shall not be used for the planning, promotion, or enactment of such trips, nor will academic credit for participation be awarded.





ORANGE COUNTY PUBLIC SCHOOLS

FIELD TRIP CHECKLIST

OCPS School Name: _____ Grade Level(s): _____ Class/Club: _____		
Venue/Destination Name & Address: _____		
Departure Date: _____	Departure Time: _____	Field Trip Organizer: _____
Return Date: _____	Return Time: _____	Total Number of Participating Students: _____

APPROVALS

➤ Orange & Surrounding County Day Trip

- » Requires Principal Final Approval Signature Only
- » Upon Risk Management approval, the field trip form will automatically generate online and be sent out to each party individually via DocuSign for final approval e-signatures. The field trip form will be sent to each party individually in the following order: Field Trip Organizer, Field Trip Coordinator, ADDitions Coordinator, Principal.

➤ Out-of-County/Out-of-State Day Trip, All Overnight Trips, International Trip

- » Requires Principal AND Division of Learning Designee Final Approval
- » Upon approval from Risk Management, your Principal Leader's office will automatically be notified to review all field trip documents before the field trip form will be sent out for final approval e-signatures. The Administrative Secretary will contact the Field Trip Coordinator if additional information is required.
- » Once all forms are reviewed and accepted by your Principal Leader's office, the field trip form will automatically generate online and be sent out individually to each party via DocuSign for final approval e-signatures. The field trip form will be sent to each party individually in the following order: Field Trip Organizer, Field Trip Coordinator, ADDitions Coordinator, Principal, Principal Leader.

When all final approval e-signatures are obtained, each party should receive a copy of the final signed field trip form.

The following documentation must be given to your school's Field Trip Coordinator prior to online field trip registration:

- ☐ Completed field trip template form
- ☐ Parent Letter
- ☐ Draft Itinerary
- ☐ Trip Purpose/List of the State Standard(s)
- ☐ Student Roster
- ☐ Chaperone Roster
- ☐ Draft Copy of Field Trip Permission Slip
- ☐ Transportation Information/Itinerary. Charter Bus: Three (3) quotes will be required to be obtained from the list of awarded vendors if the trip is expected to be less than \$5,000. Quotes shall be requested from the list of all awarded vendors for all trips anticipated to exceed \$5,000
- ☐ Copy of a Google Map to include Walking Time and Distance. *(If walking field trip)*
- ☐ Flight Itinerary *(When applicable)*
- ☐ Tour Company Itinerary/Information *(When applicable)*. Three (3) quotes will be required to be obtained from the list of awarded vendors if the trip is expected to be less than \$5,000. Quotes shall be requested from the list of all awarded vendors for all trips anticipated to exceed \$5,000.
- ☐ Draft Copy of Authorization and Release for Transportation of Student in Privately Owned Vehicle liability form *(When applicable)*
- ☐ Copy of driver's license and car insurance on file *(If or when applicable)*
- ☐ Copies of Itineraries for Lodging Accommodations *(When applicable)*
- ☐ Overnight Room Assignment Form *(When applicable)*
- ☐ Overnight Chaperone Rotation Schedule *(When applicable)*
- ☐ International Trips: Contracts and itinerary from the international organizer and release forms must be submitted to Risk Management *(When applicable)*. Risk Management requires copies of release forms prior to approval.
- ☐ Risk Management: Approval of any release/waiver forms provided by location/attraction before any payment is made to the location/attraction *(If or when applicable)*.
- ☐ All other supporting documentation.

Questions? Call extension 200-3296



ORANGE COUNTY PUBLIC SCHOOLS FIELD TRIP STUDENT ROSTER

OCPS School Name: _____			Grade Level(s): _____		Class/Club: _____	
Venue/Destination Name & Address: _____						
Departure Date: _____		Return Date: _____		Field Trip Organizer: _____		
Departure Time: _____		Return Time: _____		Total Number of Participating Students: _____		

Add an asterisk (*) next to the name of any eligible student who will NOT be participating in the field trip.

NAME OF STUDENT		STUDENT ID#	EMERGENCY CONTACT NAME & RELATIONSHIP TO STUDENT	EMERGENCY CONTACT NUMBER
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				



ORANGE COUNTY PUBLIC SCHOOLS FIELD TRIP STUDENT ROSTER

OCPS School Name: _____			Grade Level(s): _____		Class/Club: _____	
Venue/Destination Name & Address: _____						
Departure Date: _____		Return Date: _____		Field Trip Organizer: _____		
Departure Time: _____		Return Time: _____		Total Number of Participating Students: _____		

Add an asterisk (*) next to the name of any eligible student who will NOT be participating in the field trip.

NAME OF STUDENT		STUDENT ID#	EMERGENCY CONTACT NAME & RELATIONSHIP TO STUDENT	EMERGENCY CONTACT NUMBER
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				



ORANGE COUNTY PUBLIC SCHOOLS FIELD TRIP STUDENT ROSTER

OCPS School Name: _____			Grade Level(s): _____		Class/Club: _____	
Venue/Destination Name & Address: _____						
Departure Date: _____		Return Date: _____		Field Trip Organizer: _____		
Departure Time: _____		Return Time: _____		Total Number of Participating Students: _____		

Add an asterisk (*) next to the name of any eligible student who will NOT be participating in the field trip.

NAME OF STUDENT		STUDENT ID#	EMERGENCY CONTACT NAME & RELATIONSHIP TO STUDENT	EMERGENCY CONTACT NUMBER
41.				
42.				
43.				
44.				
45.				
46.				
47.				
48.				
49.				
50.				
51.				
52.				
53.				
54.				
55.				
56.				
57.				
58.				
59.				
60.				



ORANGE COUNTY PUBLIC SCHOOLS FIELD TRIP STUDENT ROSTER

OCPS School Name: _____			Grade Level(s): _____		Class/Club: _____	
Venue/Destination Name & Address: _____						
Departure Date: _____		Return Date: _____		Field Trip Organizer: _____		
Departure Time: _____		Return Time: _____		Total Number of Participating Students: _____		

Add an asterisk (*) next to the name of any eligible student who will NOT be participating in the field trip.

NAME OF STUDENT		STUDENT ID#	EMERGENCY CONTACT NAME & RELATIONSHIP TO STUDENT	EMERGENCY CONTACT NUMBER
61.				
62.				
63.				
64.				
65.				
66.				
67.				
68.				
69.				
70.				
71.				
72.				
73.				
74.				
75.				
76.				
77.				
78.				
79.				
80.				



ORANGE COUNTY PUBLIC SCHOOLS FIELD TRIP STUDENT ROSTER

OCPS School Name: _____			Grade Level(s): _____		Class/Club: _____	
Venue/Destination Name & Address: _____						
Departure Date: _____		Return Date: _____		Field Trip Organizer: _____		
Departure Time: _____		Return Time: _____		Total Number of Participating Students: _____		

Add an asterisk (*) next to the name of any eligible student who will NOT be participating in the field trip.

NAME OF STUDENT		STUDENT ID#	EMERGENCY CONTACT NAME & RELATIONSHIP TO STUDENT	EMERGENCY CONTACT NUMBER
81.				
82.				
83.				
84.				
85.				
86.				
87.				
88.				
89.				
90.				
91.				
92.				
93.				
94.				
95.				
96.				
97.				
98.				
99.				
100.				



ORANGE COUNTY PUBLIC SCHOOLS CHAPERONE APPROVAL FORM

☐ Orange & Surrounding Counties Day	☐ Out-of-County/Out-of-State Day	☐ Overnight	☐ International
RATIO FOR TRAVEL Refer to School Board Policy JQA: School Trips and Excursions			
Orange & Surrounding Counties or Out-of-County Day Trips	One (1) adult for each ten (10) participating students		
All Overnight, Out of State, and International Trips	One (1) adult for each five (5) participating students		

- ✓ **Verification must be completed by the Principal appointed ADDitions Coordinator and/or Principal Designee.**
- ✓ **All staff members must complete the ADDitions form and chaperone form for overnight field trips or if they are attending as a parent.**

For Out-of-County/Overnight/International Trips, the Chaperone Approval Form should be given to the verifier immediately upon the Principal Leader approval of field trip to ensure criminal history background may be processed **21 days** prior to field trip date.

OCPS School Name: _____ Grade Level(s) _____ Class/Club: _____				
Destination: _____				
Date(s)/Times of Trip	Begin Date: _____	Departure Time: _____	Number of Teacher/Staff Chaperones	_____
	End Date: _____	Return Time: _____	Number of ADDitions Volunteers	_____
Field Trip Organizer: _____			Total Number of Chaperones	_____
**Additional Personnel are NOT to be counted as chaperones; they are only responsible for supervising the student to which they are assigned. Examples of Additional Personnel: Paraprofessional, Nurse, Interpreter for the Deaf and Hard of Hearing, etc.			**Additional Personnel	_____

The following persons have been approved as chaperones for a trip that has been scheduled on the above date. These individuals have been approved by the Community Resources Office of Orange County Public Schools and have received a satisfactory background check to volunteer for school activities.

AFFILIATION CODE: P-PARENT T-TEACHER S-OTHER STAFF N-NON-PARENT AP- ADDITIONAL PERSONNEL
COMMENT CODE: D - Approved for Daytime O - Approved for Overnight

Chaperone Name		Cell Phone Number	Affiliation Code (P, T, S, N, AP)	Comment Code (D, O)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

- ✓ **ADDitions Coordinator or Principal's Designee verified that all chaperones have cleared for either daytime or overnight field trips.**



ORANGE COUNTY PUBLIC SCHOOLS CHAPERONE APPROVAL FORM

☐ Orange & Surrounding Counties Day	☐ Out-of-County/Out-of-State Day	☐ Overnight	☐ International
RATIO FOR TRAVEL Refer to School Board Policy UOA: School Trips and Excursions			
Orange & Surrounding Counties or Out-of-County Day Trips	One (1) adult for each ten (10) participating students		
All Overnight, Out of State, and International Trips	One (1) adult for each five (5) participating students		

OCPS School Name: _____ Grade Level(s) _____ Class/Club: _____				
Destination: _____				
Date(s)/Times of Trip	Begin Date: _____	Departure Time: _____	Number of Teacher/Staff Chaperones	_____
	End Date: _____	Return Time: _____	Number of ADDitions Volunteers	_____
Field Trip Organizer: _____			Total Number of Chaperones	_____
**Additional Personnel are NOT to be counted as chaperones; they are only responsible for supervising the student to which they are assigned. Examples of Additional Personnel: Paraprofessional, Nurse, Interpreter for the Deaf and Hard of Hearing, etc.			**Additional Personnel	_____

The following persons have been approved as chaperones for a trip that has been scheduled on the above date. These individuals have been approved by the Community Resources Office of Orange County Public Schools and have received a satisfactory background check to volunteer for school activities.

AFFILIATION CODE: P-PARENT T-TEACHER S-OTHER STAFF N-NON-PARENT AP- ADDITIONAL PERSONNEL
COMMENT CODE: D - Approved for Daytime O - Approved for Overnight

Chaperone Name		Cell Phone Number	Affiliation Code (P, T, S, N, AP)	Comment Code (D, O)
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

✓ ADDitions Coordinator or Principal's Designee verified that all chaperones have cleared for either daytime or overnight field trips.



ORANGE COUNTY PUBLIC SCHOOLS OVERNIGHT FIELD TRIP – ROOM ASSIGNMENT FORM

OCPS School Name: _____			Grade Level(s): _____			Class/Club: _____		
Venue/Destination Name & Address: _____								
Departure Date: _____			Departure Time: _____			Field Trip Organizer: _____		
Return Date: _____			Return Time: _____			Total Number of Participating Students: _____		
LODGING INFORMATION (VRBO and Airbnb are NOT Allowed)								
Hotel Name & Address: _____						Phone: _____		
Hotel Name & Address: _____						Phone: _____		

Overnight Chaperone Guidelines:

- ✓ Supervising chaperones must be of same gender as students in their group.
- ✓ Chaperones must stay in hotel room with elementary students; students may not be left alone in room.
- ✓ Chaperones and secondary school students may not be in the same room, unless it is a parent sharing a room with only their child.
- ✓ Chaperones and students must be on the same floor, in close proximity.
- ✓ Chaperones must have a rotation schedule to monitor the hallways during the night; hallway supervision is not needed for elementary trips

GROUP 1		ROOM # _____	
STUDENT NAME		F	M
1.			
2.			
3.			
4.			
5.			

GROUP 2		ROOM # _____	
STUDENT NAME		F	M
1.			
2.			
3.			
4.			
5.			

GROUP 3		ROOM # _____	
STUDENT NAME		F	M
1.			
2.			
3.			
4.			
5.			

GROUP 4		ROOM # _____	
STUDENT NAME		F	M
1.			
2.			
3.			
4.			
5.			

The following persons have been approved as overnight chaperones for the field trip listed below. These persons have been approved by the Community Resources Office of Orange County Public Schools and have received a satisfactory background check to volunteer for school activities. OCPS staff must also be approved ADDitions volunteers for field trips.

CHAPERONE GROUP 1		ROOM # _____	
CHAPERONE NAME		F	M
1.			
2.			
3.			
4.			
5.			

CHAPERONE GROUP 2		ROOM # _____	
CHAPERONE NAME		F	M
1.			
2.			
3.			
4.			
5.			

➤ My Signature indicates that I have verified that this rooming list is within the OCPS Overnight Chaperone Guidelines set forth above.

Principal Signature _____

Date _____



ORANGE COUNTY PUBLIC SCHOOLS OVERNIGHT CHAPERONE ROTATION SCHEDULE

OCPS School Name: _____			Grade Level(s): _____			Class/Club: _____		
Venue/Destination Name & Address: _____								
Departure Date: _____			Departure Time: _____			Field Trip Organizer: _____		
Return Date: _____			Return Time: _____			Total Number of Chaperones: _____		
LODGING INFORMATION (VRBO and Airbnb are NOT Allowed)								
Hotel Name & Address: _____						Phone: _____		
Hotel Name & Address: _____						Phone: _____		

Overnight Chaperone Guidelines:

- ✓ Supervising chaperones must be of same gender as students in their group.
- ✓ Chaperones must stay in hotel room with elementary students; students may not be left alone in room.
- ✓ Chaperones and secondary school students may not be in the same room, unless it is a parent sharing a room with only their child.
- ✓ Chaperones and students must be on the same floor, in close proximity.
- ✓ Chaperones must have a rotation schedule to monitor the hallways during the night; hallway supervision is not needed for elementary trips

The following persons have been approved as overnight chaperones for the field trip listed below. These persons have been approved by the Community Resources Office of Orange County Public Schools and have received a satisfactory background check to volunteer for school activities. OCPS staff must also be approved ADDitions volunteers for field trips.

ALL OCPS STAFF MEMBERS AND CHAPERONES MUST BE OVERNIGHT APPROVED TO SUPERVISE STUDENTS.											
NIGHT #1 – DATE: _____		TIME LIGHTS OUT: _____									
CHAPERONE NAME				SHIFT TIME		CHAPERONE NAME				SHIFT TIME	
1.				6.							
2.				7.							
3.				8.							
4.				9.							
5.				10.							
NIGHT #2 – DATE: _____		TIME LIGHTS OUT: _____									
CHAPERONE NAME				SHIFT TIME		CHAPERONE NAME				SHIFT TIME	
1.				6.							
2.				7.							
3.				8.							
4.				9.							
5.				10.							
NIGHT #3 – DATE: _____		TIME LIGHTS OUT: _____									
CHAPERONE NAME				SHIFT TIME		CHAPERONE NAME				SHIFT TIME	
1.				6.							
2.				7.							
3.				8.							
4.				9.							
5.				10.							

➤ My Signature indicates that I have verified that this chaperone rotation list is within the OCPS Overnight Chaperone Guidelines.

Principal Signature _____

Date _____

The logo for Orange County Public Schools (OCPS) is centered in the background. It consists of the letters 'O', 'C', 'P', and 'S' arranged in a 2x2 grid. Each letter is white and set within a yellow rounded square, which is further enclosed by a light blue border.

PARENT/GUARDIAN PERMISSION FORMS



DAY FIELD TRIP PERMISSION FORM

As parent or legal guardian of _____
(Name of Student) (Student ID Number)

I hereby give my permission for my child/ward to participate in the following activity/activities (hereinafter "this activity") and understand that his/her participation is voluntary.

Event Date/Time(s): _____ From: _____ To: _____ Anticipated Number of Chaperones: _____

(Location Name and Address)

(Detailed Activity Type/Purpose)

- ❖ I acknowledge and understand that there is some risk involved in my child/ward participating in this activity. In consideration, I, the undersigned, on my own behalf and on behalf of my child/ward, forever release Orange County Public Schools, the School Board of Orange County, Florida, and any and all employees, agents, and Volunteers from any liability for medical expenses, disability, death, disfigurement, lost wages, diminished earning capacity, mental anguish, and emotional distress arising from this activity.
- ❖ I acknowledge that I have been informed that this activity may have rides that may have health warnings on them, such as roller coasters and other fast motion rides, and/or may involve water. I confirm that my child's/ward's records on file with OCPS are current with regard to any medical condition(s), physical condition(s), vaccinations, and limitations, and affirm that he/she has no condition that would preclude him/her from participation in this activity.
- ❖ I understand that the School Board of Orange County, Florida and Orange County Public Schools are self-insured and do not carry insurance coverage for student accidents and injuries, including death. I further agree that any insurance I may carry on myself and my child/ward shall be primary and/or I will make arrangements, prior to this activity, to purchase student accident insurance to ensure insurance is available for my child/ward for the duration of this activity.
- ❖ I acknowledge and authorize that my child/ward will be transported to, from, and during the above-mentioned activity. I understand that OCPS may or may not be providing transportation using OCPS vehicles. In accordance with [OCPS Policy EEAG](#), each child's/ward's parent or guardian shall give prior written consent (Authorization and Request for Transportation of Student in Privately Owned Vehicle and Release of Liability Form) to the transportation of a child/ward in a privately-owned vehicle. I further release the School Board of Orange County, Florida and Orange County Public Schools from any claim arising out of the transportation of my child/ward by me, my child/ward, other student, or third party.

This indemnification shall not apply to any claims, damages, losses, and expenses arising from The School Board of Orange County, Florida's sole gross negligence or intentional misconduct.

In accordance with [OCPS Policy JJB](#), All school social functions and recreational activities under the sponsorship of the school shall have one chaperone for every 10 students unless otherwise established herein. At least one chaperone shall be a member of the school staff.

Parent or Legal Guardian Signature

Date

Parent or Legal Guardian Name (Printed)

School Name

School Use: on _____

RM073125



OVERNIGHT FIELD TRIP PERMISSION FORM

As parent or legal guardian of _____
(Name of Student) (Student ID Number)

I hereby give my permission for my child/ward to participate in the following activity/activities (hereinafter "this activity")

Venue/Destination Name & Address: _____			
Detailed Activity Type/Purpose: _____			
Departure Date: _____	Departure Time: _____	Return Date: _____	Return Time: _____
Anticipated Number of Participating Students: _____		Anticipated Number of Chaperones: _____	
LODGING INFORMATION (VRBO and Airbnb are NOT Allowed)			
Hotel Name & Address: _____			Phone: _____
Hotel Name & Address: _____			Phone: _____

☐ I acknowledge that my child/ward shall be assigned overnight roommates within the gender in which mutual students currently identify.

☐ I require that reasonable lodging accommodations are made for overnight Field Trips whereas my
(Select One: ☐ Female Child/Ward ☐ Male Child/Ward) shall board with other students of the same biological sex as assigned at birth.

- I acknowledge and understand that there is some risk involved in my child/ward participating in this activity. In consideration, I, the undersigned, on my own behalf and on behalf of my child/ward, forever release Orange County Public Schools, the School Board of Orange County, Florida, and any and all employees, agents, and Volunteers from any liability for medical expenses, disability, death, disfigurement, lost wages, diminished earning capacity, mental anguish, and emotional distress arising from this activity.
- I acknowledge that I have been informed that this activity may have rides that may have health warnings on them, such as roller coasters and other fast motion rides, and/or may involve water. I confirm that my child's/ward's records on file with OCPS are current with regard to any medical condition(s), physical condition(s), vaccinations, and limitations, and affirm that he/she has no condition that would preclude him/her from participation in this activity.
- I understand that the School Board of Orange County, Florida and Orange County Public Schools are self-insured and do not carry insurance coverage for student accidents and injuries, including death. I further agree that any insurance I may carry on myself and my child/ward shall be primary and/or I will make arrangements, prior to this activity, to purchase student accident insurance to ensure insurance is available for my child/ward for the duration of this activity.
- I acknowledge and authorize that my child/ward will be transported to, from, and during the above-mentioned activity. I understand that OCPS may or may not be providing transportation using OCPS vehicles. In accordance with [OCPS Policy EEAG](#), each child's/ward's parent or guardian shall give prior written consent (Authorization and Request for Transportation of Student in Privately Owned Vehicle and Release of Liability Form) to the transportation of a child/ward in a privately-owned vehicle. I further release the School Board of Orange County, Florida and Orange County Public Schools from any claim arising out of the transportation of my child/ward by me, my child/ward, other student, or third party.

This indemnification shall not apply to any claims, damages, losses, and expenses arising from The School Board of Orange County, Florida's sole gross negligence or intentional misconduct.

In accordance with [OCPS Policy JJB](#), All school social functions and recreational activities under the sponsorship of the school shall have one chaperone for every 10 students unless otherwise established herein. At least one chaperone shall be a member of the school staff.

Parent/Guardian Signature _____	Date _____
Parent/Guardian Name (Printed) _____	School Name _____



AUTHORIZATION FOR TRANSPORTATION OF STUDENT IN PRIVATELY OWNED VEHICLE AND RELEASE OF LIABILITY

As parent or legal guardian of _____
(Name of Student) (Student ID Number)

In accordance with OCPS Policy [EEAG: Student Transportation in Private Vehicles](#), I request and authorize my child/legal ward transportation:

Departing From: _____
(Departing Location)

and Returning To: _____
(Return Location)

Date/Time of Event: _____
(MM/DD/YYYY) (Time) (Event Destination)

- I authorize and request that my child or ward be transported in a privately owned vehicle, and acknowledge and understand that the School Board of Orange County, its employees, agents and representatives, hereafter referred to as Orange County Public Schools, has not determined or verified the qualifications, safe driving history or insurance coverage of the volunteer driver(s), or undertaken any inspection of the vehicle to determine its condition, mechanical or otherwise;
- I further acknowledge and understand that Orange County Public Schools has made no representation concerning the qualifications, driving history or insurance coverage of the volunteer driver(s), or the condition of the vehicle;
- I further acknowledge and understand that I may make arrangements for my child or ward to be transported in a privately owned vehicle, including vehicles owned, maintained, or used by me, a relative, friend, or fellow student;
- I further acknowledge and understand that by requesting that my child or ward be transported in a privately owned vehicle, I release Orange County Public Schools from any duty to control or supervise or protect my child or ward, until he/she is returned to the appropriate school official;
- I further, on my own behalf and on behalf of my child or ward, release Orange County Public Schools from any liability for medical expenses, disability, disfigurement, lost wages, diminished earning capacity, mental anguish and emotional distress arising from the transportation of my child or ward in a privately owned vehicle, including but not limited to, injury caused by negligent operation of a motor vehicle, vehicle maintenance, mechanical failure or defect, vehicle misuse, negligent acts of third persons, intentional acts of third persons, roadway conditions or hazards, supervision, student misconduct, and disregard of generally recognized safety precautions.
- I further acknowledge having instructed my child or ward in the proper use of the vehicle's occupant crash protection system provided by the vehicle manufacturer and have designated a seating position for my child or ward within the vehicle;
- I further release Orange County Public Schools from any duty to oversee, or control the manner in which the volunteer driver(s) operate the motor vehicle.

✓ I have read and fully understand the content of this authorization and release from liability form.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Name (Printed)

School Name

Reference in accordance with OCPS Policy [EEAG: Student Transportation in Private Vehicles](#).



OCPS Transportation Field Trip Guidelines

Phone: 407-317-3826 | Email: trans-trips@ocps.net

**Field trip services are only available for OCPS schools,
Board-approved charter schools and local government agencies.**

FIELD TRIP CHARGES:

- The field trip rate for OCPS schools is \$77.00 per hour for the bus and bus operator, plus \$0.70 per mile. Time is calculated from the time the bus leaves the OCPS bus compound to pick up the group until the bus has returned to the OCPS bus compound after the final drop off.
- There is a two hour *minimum* charge for drop-off and a two hour *minimum* charge for pick-up. Requests for drop-off and pick-up will be charged the greater of *actual* time or *minimum* for each leg.
- Charter schools and non-school organizations will be charged \$77.00 per hour for the bus and bus operator, plus \$.70 per mile.
- \$30.00 per hour for a bus monitor.
- For field trips to and from non-OCPS sites that have 40 buses or more, supervisory staff will be assigned to coordinate buses at the drop-off and pick-up locations for a fee of \$45.00 per hour. The number of supervisory staff assigned will be dependent on the total number of buses.
- Field trips should be requested through WNA. If it is outside of the 10 business days then use the [Field Trip Request Form \(ET105\)](#). Service cannot be guaranteed for requests that are received with less than a 10 day advance notice. A \$15.00 per hour late fee may be applied.
- Trip requests where the bus remains with the group will be charged the actual times. Requests for drop-off and pick-up will be charged the greater of actual time or minimum for each leg (two-hour minimum for drop-off, two-hour minimum for pick-up).
- If the trip is built into a route, no additional field trip time will be incurred and only actual route time and mileage will be billed.

REQUESTING OR CHANGING A FIELD TRIP:

- If you need to make changes or cancel a trip, please do so in writing using the [Field Trip Change/Cancellation form ET122](#)
- Trip cancellations must be emailed to the Field Trip Office at trans-trips@ocps.net two business days prior to the trip start time.
- Any trip cancellation with less than a two business day notification will result in a two-hour minimum charge. This does not include weather cancellations. Please share this information with all staff members who are involved with requesting field trips.

FIELD TRIPS THAT REQUIRE SAFETY EQUIPMENT:

If a student requires safety equipment, ensure that this information is included on your trip request. Due to the required specialized training for loading, unloading, and properly securing wheelchairs, it is required that a Transportation Services bus monitor be used on all field trips when transporting students in wheelchairs.

DESIGNATED FIELD TRIP HOURS:

School buses must return and unload at the originating school no later than 1:30 PM on regular school days (12:30 PM on Wednesdays). After hours, buses are available weekdays starting at 5:15 PM. (4:15 PM on Wednesdays), and may be scheduled at any time during the weekends, holidays, and normal school breaks.

During after-hours, contact the Dispatch Office at 407-317-3483 until 7:30 PM (6:00 PM on school holidays and summer). After 7:30 PM, (6:00 PM on school holidays and summer), contact the On-Call manager at 407-520-4892. Please email the Field Trip Office at transtrips@ocps.net for additional assistance.

WHEN	HOURS	DAYS
During Regular School Hours	9:45 AM – 1:30 PM	Monday, Tuesday, Thursday, Friday
	9:45 AM – 12:30 PM	Wednesday
After-Hours	5:15 PM or later	Monday, Tuesday, Thursday, Friday
	4:15 PM or later	Wednesday
Anytime		Weekends, Holidays & Normal School Breaks

Requesting Field Trips using Trip Tracker

Last Revision Date: March 4, 2021

Customer Category: School

Purpose:

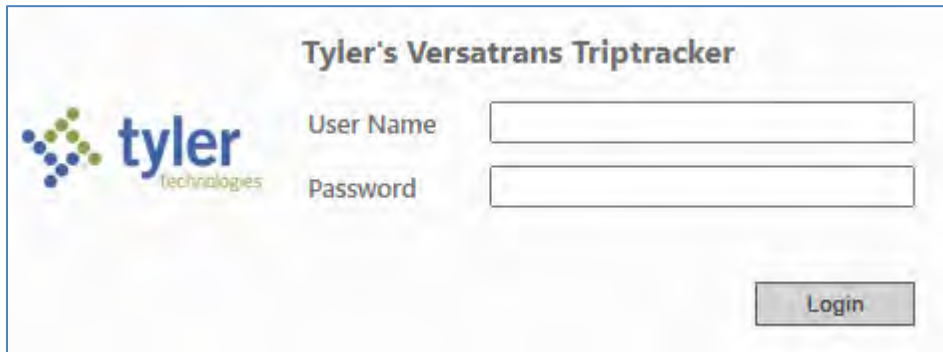
For approved school officials to request the use of transportation for field trip events

Prerequisites:

- Must be an approved official to enter trips in Trip Tracker
- Must have access to Trip Tracker as a requester
- Must have username and password
- Trip must be more than 14 days out
- Trip time must be within the timelines as stated in the guidelines

Procedure:

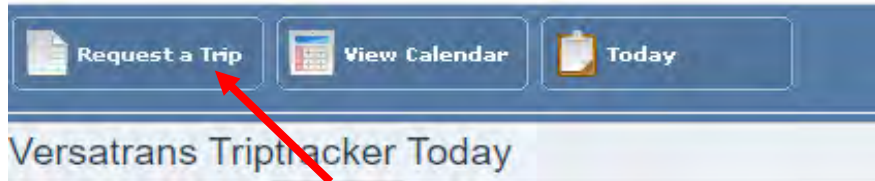
From an OCPS computer or any device with internet service in the address bar type,
<https://orangecounty.tylertech.com/triptracker/login.aspx>



Log in using your user name and password.

Request a Trip:

- Click the button on the right-hand corner that says > **Request a Trip**



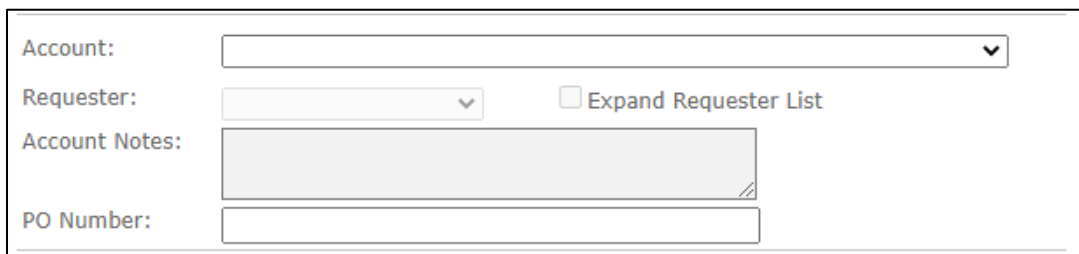
- The Trip Request screen will appear. This is where you will begin to fill in the information needed for the trip.

* Note the status in the upper left hand corner will currently show as “Unsubmitted”

Complete all appropriate fields as required:

- Trip Name – **Required** – Enter the name or the abbreviation of your school followed w/the group attending (i.e. Colonial HS girls lacrosse)
- Trip Date – **Required** – type or use the drop down – request must be entered a minimum of 14 days in advance of the trip date
 - If the date is less than 14 days, contact the Field Trip Office at 407-317-3800, extension 2063826.
- Trip Type – **Required** – Use drop down – scroll through list or type first letter, used for reporting (i.e. athletics for sporting events)
- Activity Type – **Required** – Use drop down – scroll or type first letter, used for reporting (choose name of group from list)
 - If name of group is not showing, contact the Field Trip Office at 407-317-3800, extension 2063826.

- Choose the Account – **Required** – you will only see the school you have authorization for to request field trips
- Requester – **Required** - name will fill in automatically, or choose from dropdown list. You will only see the names associated with your school that are approved requesters



Account:

Requester: ☐ Expand Requester List

Account Notes:

PO Number:

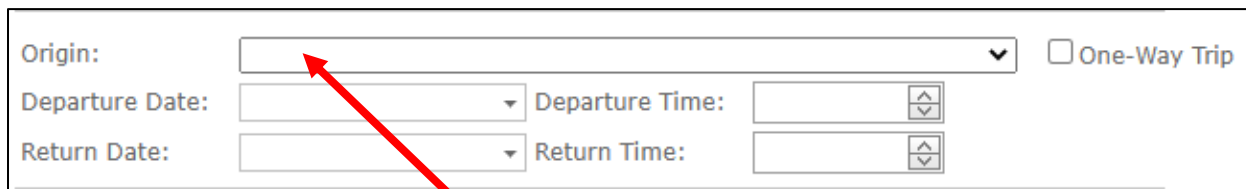
- Disregard these fields: Account Notes and PO Number



Account Notes:

PO Number:

Origin Screen:



Origin: ☐ One-Way Trip

Departure Date: Departure Time:

Return Date: Return Time:

- Origin – **Required** – click drop down and type first letter(s) to position the list
 - This can be your school or the school where the group will be picked up from.
- Departure date – **Required** - will fill in from trip date above.
 - This information will automatically fill in from the trip date previously chosen.
- Departure time – **Required** – enter time and A or P for AM/PM. All times default to AM, you must type a P for PM times.
 - All trip times must be within the field trip program time threshold of 9:45 a.m. – 1:30 p.m. and 4:45 p.m. – till (M-T, TH-F) Wednesday times are 9:45 a.m. – 12:30 p.m. and 3:45 p.m. – till
- Return Date -**Required** - will fill in from trip date above.
 - This information will automatically fill in from the trip date previously chosen.

- Return time – **Required** – enter time and A or P for AM/PM (it will always default to AM).
 - If one way (drop off) click the “one way trip” next to the origin.

Destinations Screen:

Destinations:

Destination: Can't find your destination in the list? [Click here to add a new location...](#)

Arrival:

Departure:

Click "Add" to add the select location to the list of destinations for this trip.

No destinations have been added for this trip.

- Destination – **Required** – use drop down button to see the list of approved destinations available for trips—you can type first few letters to jump to that location in the list.
 - If your destination is not there, contact the Field Trip Dept. to have one added – please check the list carefully before asking that a location be added. It may be that the destination you want is in the list with a slightly different name.
- Destination Arrival Date – **Required** - will be filled in from above trip date previously chosen.
- Destination Arrival Time – **Required** – for ease of use, enter the same time here as your departure time from the Origin departure time.
- Destination Departure Date – **Required** - will be filled in from above trip date previously chosen.
- Destination Departure Time – **Required** – for ease of use, enter the same time here as your return time back as indicated on the origin time

When complete entering all necessary information, click the “Add” button to save the information (see arrow in above image).

Next steps is identifying the amount of passengers, contact person, etc.

	Adults	Students	Wheelchairs	Vehicles	
Number Of:	0	0	0	1	☐ Special Accommodations
Contact Name:			Contact Phone:		
Notes:					
Pickup Location					
Cost Center					
Fund					
Remain With? (Y/N)					
Express Trip		Submit		Cancel	

- Enter how many adults are attending
- Enter how many students/players are attending
- Enter how many wheelchair spaces are needed
- Enter how many vehicles are needed (**divide the amount of total passengers by approved guidelines**)
 - Social distancing guidelines only allot 24 passengers per bus
- Check the box if there are special accommodations needed, i.e., safety vest hookups, window board, etc.
- Provide the full name of the contact person, which is responsible for the trip
- Provide contact person phone number
- If there are special accommodations, list them in the notes section.
 - This area can be used for any special requests, i.e., bus to arrive as soon as possible
- Fill in the pickup location of where you would like the driver(s) to meet the group on campus, i.e., football field, stadium, bus loop, etc.
- Cost center is indicative to the school function location, (i.e., S-followed by the 4-digit school number followed with 5 zeros)
- Fund is important, as it identifies which school budget will pay for the trip
- Indicate if the driver(s) is to remain with the group or not (Y or N)

Once all information has been entered, click the Submit button located at the bottom of page.

Express Trip
Submit
Cancel

Your request should look like this:

Trip Request - Trip ID: 1440 Evans HS Flag Football

Status: Approved

✖ [Cancel](#)

↶ [Reactivate](#)

📄 [Clone](#)

✖ [Close](#)

✖ [Delete](#)

✔ [Approve](#)

❌ [Reject](#)

[Trip Details](#) | [Trip Estimate](#) | [Directions](#) | [Scheduling](#) | [Completion](#) | [Invoicing](#) | [Payment](#) | [Trip History](#) | [Attachments \(0\)](#)

Trip Details
[Printer Friendly Version](#)

Trip Name: **Evans HS Flag Football**

Trip ID: **1440**

Trip Date: **3/4/2021**

Trip Type: **Athletics**

Activity: **Girls Flag Football**

Reason for Trip: **Girls Flag Football Game Away**

Submitter: **Tessa.Rochet**

Requester: **Rochet, Tessa**

Account: **Evans HS**

Account Notes:

PO Number:

Origin: **Evans High School**

Origin Departure Date/Time: **3/4/2021 4:30 PM**

Origin Return Date/Time: **3/4/2021 9:00 PM**

Destination	Arrival Date/Time	Departure Date/Time
Jones HS	3/4/2021 4:30 PM	3/4/2021 9:00 PM

No. of Adults: **2**

No. of Students: **20**

Special Accommodations: **No**

No. of Wheelchairs: **0**

No. of Vehicles: **1**

Contact Name: **Renee Bellamy**

Contact Phone: **321-591-2487**

Notes: **700418386**

Pickup Location: **Gymnasium**

Cost Center: **S067100000**

Fund: **4410400000**

Remain With? (Y/N): **Y**

[Edit Request](#)

NOTE: A request will not be created if the trip date does not have the 14-day advance notification.

Go back to the Field Trip Home Page on

https://www.ocps.net/departments/transportation_services/field_trip_information

to complete a Field Trip Request Form (ET105) for a trip request for a trip with less than 14-days notice. Requests can be completed online and submitted via email to trans-trips@ocps.net.

Result: You have created a request for a field trip; it shows as approved and appears for the field trip department to view. You will also receive a “Trip ID” number for you to refer to for future use, change, or cancellation. You will receive an email from TripTracker with the details of the trip.

Communication Path: School, Field Trip Office

OCPS Transportation Field Trip Questions

1. Is my bus confirmed?

Field Trip logs are available online, one week out. On the Internet, go to www.ocps.net, and log in to the Employee Intranet page to view field trip logs on the [Field Trips](#) page. Click on the day of the week to open a trip log and see the trips scheduled. If you do not see your trip on the logs, call the Field Trip Office at 407-317-3826 or IP extension 2063826, or email trans-trips@ocps.net.

In the event that the bus operator has not shown up at the pick-up location by the scheduled time of arrival, you may contact Dispatch at 407-317-3483, Monday through Friday, up to 7:30 p.m. (6:00 p.m. school holidays and summer). After that time, and on weekends, you can contact the On-Call Manager at 407-520-4892.

2. Can I request a specific bus operator for a trip?

As a courtesy, the Field Trip Office considers a request for a specific bus operator. However, please understand we must make every effort to equally assign extra work.

3. Where can I find information about outside Vendors for field trips?

Outside vendor information may be obtained on the [Procurement](#) webpage.

4. Can I schedule an overnight trip, on what days of the week and at what times?

Bus operators are not available for overnight trips. A drop-off and a pick-up may be scheduled within the normal field trip hours, with principal approval.

5. Who is responsible for toll charges?

Transportation will absorb toll charges since all buses are equipped with E-Pass.

6. Who decides what the more suitable route is (the bus operator or person in charge of the trip)?

School officials may suggest and work with the bus operators to decide which route is best.

7. Who is responsible for fueling the vehicle?

Transportation Services is responsible for fueling the vehicle.

8. Within what distance can we travel on an OCPS vehicle? Are we allowed to go on an out-of-state trip?

OCPS vehicles can travel within the state of Florida. If your destination is outside the State of Florida, you will need to obtain other services.

9. Who is responsible for providing directions to a specific destination on a field trip?

School officials are responsible for providing the trip office with a destination name and address of the desired destination on the request. This information is then available to the bus operator for preplanning.

10. Is the cost the same for the different size buses?

The cost is the same for all bus sizes.

11. How many days in advance, do you need to request a bus?

A bus must be requested at least 10 business days in advance. Service cannot be guaranteed and a \$15.00 per hour late fee may be applied for requests that are less than 10 business days.

12. Are there any black-out dates?

Yes, the Safety Conference, which is held the week before the 1st marking period of the school year (contact Trans-trips@ocps.net for the current year's dates).

13. What times can I schedule a bus?

A bus may be scheduled Monday through Friday from 9:45 a.m. to 1:30 p.m. After school, the starting time is 5:15 p.m. Wednesday is "early day" the times are 9:45 a.m. to 12:30 p.m. After school, the starting time is 4:15 p.m. During the weekends, holidays, and normal school breaks, buses may be scheduled at any time.

14. What is the earliest that the bus can arrive in the morning?

The earliest buses can be scheduled in the morning is 9:45 a.m., Monday through Friday.

15. What is the earliest time in the afternoon that the bus can arrive after the school releases the students?

The earliest buses can arrive in the afternoon is 5:15 p.m. (Wednesdays are 4:15 p.m.); additional travel time will be taken into consideration when scheduling pick-ups at sites like Disney, Legoland, Universal, and out-of-county trips.

16. How do we calculate the time for each trip?

When calculating estimated times for field trips always take into consideration travel time for the bus operator leaving the compound and/or bus operator's location at that time and travel time back to his/her parking location. Drop-off requests have a two-hour minimum charge. Pick-up requests also have a two-hour minimum charge.

17. How do we know, if the bus should remain or drop off or pick up?

When deciding if the bus should remain with the trip or be a drop-off and pick-up, take into consideration the bus operator's travel time to and from the location/destination, distance, and late-night trips.

18. How much time in advance do we have to cancel a bus?

Two business days' notice is needed to avoid a cancellation fee. Any trip cancellation with less than two business days' notification will result in a two-hour minimum charge. Please use form [ET122](#), available on our website. The cancellation must be in writing and emailed to trans-trips@ocps.net, during normal business hours

19. How do we cancel a bus after the order has been made?

Written notification will be required to cancel a bus after placing an order. Please use form [ET122](#) and email the cancellation notice to trans-trips@ocps.net.

20. How much does it cost per hour?

The rate per hour:

- *OCPS schools will be charged \$77.00 per hour for the bus and bus operator plus \$.70 per mile*
- *Non-school organizations will also be charged \$77.00 per hour for the bus and bus operator plus \$.70 per mile*
- *\$30.00 per hour for a bus monitor, if requested or required*
- *\$15.00 per hour late fee may be applied for trips requested less than 10 business days*
- *Any trip cancellation with less than two days' notification will result in a two-hour minimum charge*
- *Additional \$45.00 supervisory fee for 40 or more buses.*

21. Does it cost extra for a bus monitor?

If a bus monitor is required or needed on field trips, a charge of \$30.00 per hour will be applied.

22. When does the billing occur for each field trip?

After a trip has been completed, the bus operator will turn in a trip ticket TS-3 to his or her area manager. Field Trip tickets will be submitted to the Field Trip Office for billing. OCPS customers' cost center will be billed and external customers will be mailed an invoice for payment. This time may vary; such procedure will depend on the number of trips to be processed in conjunction with other factors.

23. What is the passenger capacity of an OCPS school bus?

An OCPS school bus seats up to 77 passengers; however depending on the size of the passengers, (you can seat more elementary students on a bus versus high school students because of their smaller size). A wheelchair-accessible bus may hold between 20-25 passengers, depending on the number of wheelchair hookups on that bus.

24. How can we transport students/faculty/chaperones with special needs on field trips?

*When requesting a bus for the trip, please indicate that it is special needs and the equipment needs. An appropriate bus will then be assigned to fit these needs. Due to required specialized training for loading and unloading and properly securing wheelchairs, it is **REQUIRED** that a Transportation Services bus monitor be used on all field trips when transporting students/faculty/chaperones in wheelchairs.*

25. How can we transport luggage or equipment?

Another bus can be ordered.

26. Can we bring food or drink on the bus?

It can be transported but not consumed on the bus unless there is a medical requirement.

27. Who can we contact if a school changes something during a trip?

During after-hours and on weekends, contact Transportation Services' on-call manager at 407-520-4892. Monday through Friday, Dispatch at 407-317-3483, from 5:00 a.m. to 7:30 p.m. (6:00 p.m. school holidays and summer).

28. Do buses remain on-site for GRAD NIGHT trips?

Yes, there are certain occasions for safety and security reasons the buses must remain on-site. Grad Night trips for middle and high schools are an example of such an occasion. Feel free to contact the field trip office if you are uncertain about your specific trip.

OCPS TRANSPORTATION SERVICES FIELD TRIP REQUEST

INTERNAL CUSTOMER – ACTIVITY BUS REQUESTS/OUTSIDE TIMEFRAME ACCEPTABLE
EXTERNAL CUSTOMER – ALL REQUESTS

Please complete the following information:

Notification Type (select one) ☐ M4 (External) ☐ M7 (Internal)

Requested by (secretary/bookkeeper, etc.) _____ Date _____

School/Campus/Location _____ Name of Group _____

Contact _____ Contact Cell # _____ Cost Center # _____
(Team/Coach/Chaperone)

Pickup Location _____ Fund # _____

Activity Start Time _____ # Passengers _____ # Buses Requested _____ Start Date _____ Start Time _____

Out of County? ☐ Yes ☐ No End Date _____ End Time _____

Trip Description/Destination _____

Destination Address _____

Bus(es) Remain with Trip? ☐ Yes ☐ No

Special Requests

Wheelchairs _____ Special Equipment Needed? ☐ Yes ☐ No

If special equipment is needed, please explain _____

Administrative Signature (Principal or Assistance Principal) _____

PLEASE use the File, Send, Page by Email to email completed form to the Field Trip Office at TRANS-TRIPS@ocps.net.

FIELD TRIP CHANGE/CANCELLATION
PLEASE USE THE “SEND COPY BY EMAIL” LINK TO EMAIL COMPLETED FORM
TO TRANS-TRIPS@ocps.net

CANCEL TRIP **YES**_____ **NO**_____

CHANGE TRIP **YES**_____ **NO**_____

DATE SUBMITTED: _____

NOTIFICATION #: _____

SCHOOL/ORGANIZATION: _____

CONTACT PERSON: _____

TELEPHONE #: _____

ORIGINAL TRIP DATE: _____

CHANGE DATE TO: _____

DESTINATION: _____

GROUP: _____

CHANGE NUMBER OF BUSES:

NUMBER ORIGINALLY REQUESTED: _____

NUMBER NOW REQUESTED: _____

OTHER CHANGES _____
