CHECKLIST FOR FIELD TRIPS

APPLICABLE TO ALL FIELD TRIPS

AT LEAST ONE MONTH BEFORE THE TRIP (ROUTINE FIELD TRIPS)/ AT LEAST 45 DAYS BEFORE THE TRIP (NON-ROUTINE TRIPS)

☐ Complete for Principal’s approval the Request for Approval of School-Organized Trip for Students. For Non-Routine trips, submit the request and required documentation to the Local District Office.

ONE WEEK BEFORE THE TRIP

☐ Confirm the trip with Transportation, including lift buses if required for a student with a disability, and get a confirmation number.

☐ Print out a map of the area. (Google Maps, Mapquest, etc.)

☐ Confirm the closest hospital, police station and LAUSD facility to the destination.

☐ Collect trip slips with parent/guardian signature.

☐ Create a roster of participating students.

☐ Check for participating students and/or staff with special needs.

☐ Collect emergency contact numbers and information for participating students, and supervising staff and volunteers.

☐ Contact the site to see if it has an emergency plan and review the emergency roles and responsibilities expected by the site of LAUSD guests.

THE DAY OF THE TRIP

☐ Create a roster of students present and take roll.

☐ Confirm that you have, in hand, a signed trip slip for every student. Give a copy of the student roster (including student ID numbers) to the school office with the trip information. Have all adults exchange names and cell phone numbers.
Meet the bus driver, get the bus driver’s name, and sign the Dispatch Report provided by the bus driver. Write down the number of the bus and Bus Dispatch’s phone number and share it with everyone.

Count the students as they get on the bus and have them sit in a logical order. Count the students again once they are seated. Ask the driver to review the bus emergency procedures and bus rules. Confirm with the driver pick up time and location.

Discuss with everyone where you will reunite in the event of an earthquake or other large emergency.

Review with everyone when and where they are to go if they get separated from the group.

Count the students at the destination as they get off the bus.

Insure that there is proper supervision of the students at the site.

Be early to the rendezvous point at end of the visit.

Count all students and staff as they re-board the bus.

Have students sit in the same order for the return trip.

Count the people on the bus before it leaves the site.

AFTER THE TRIP

Keep a file of all paperwork for the trip.

Complete the School Bus Transportation Field Trip Survey (http://fieldtrip.lausd.net/survey.aspx).

Share any maps or information about the site with other future trip supervisors.