

## LOCAL FIELD TRIPS

*The following items must be checked off as completed **PRIOR** to submitting field trip request for principal and/or APED approval for local field trips.*

1.  **Educational Trip** (relevance to current unit of study)
2.  **Transportation Needs**  
 **School Bus** (must have bus request and/or copy for submittal to transportation)  
 **Personal Private Vehicle** (must submit Personal Automobile Insurance verification with field trip request)  
 **Chartered and/or rented vehicles** (must submit a current insurance certificate and an endorsement of additional covered interest naming ESUHSD as additional insured attached to the field trip request). If renting a van with 10 (or more) passengers, including driver, designated driver must have a Class A driver's license.
3.  **Cost to Students** (no student will be excluded from a field trip because of lack of funds)  
 Provisions have been made for those students who cannot afford to come up with funds of their own.
4.  **Must have Principal/APED approval**

## OUT OF STATE/BEYOND 60 MILES

*The following items must be checked off as completed **PRIOR** to submitting field trip request for Superintendent/Board approval.*

1.  **Educational Trip** (relevance to current unit of study)
2.  **Transportation Needs**  
 **School Bus** (must have bus request and/or copy attached for submittal to transportation)  
 **Personal Private Vehicle** (must submit Personal Automobile Insurance verification with field trip request)  
 **Chartered and/or rented vehicles** (must submit a current insurance certificate and an endorsement of additional covered interest naming ESUHSD as additional insured attached to the field trip request). If renting a van with 10 (or more) passengers, including driver, designated driver must have a Class A driver's license.  
 **Air Travel** (must submit an itinerary attached to the field trip request)
3.  **Cost to Students** (no student will be excluded from a field trip because of lack of funds)  
 Provisions have been made for those students who cannot afford to come up with funds on their own.
4.  **Itinerary of Events** (for all trips out of state, overnight and beyond 60 miles)
5.  **Must have Principal/APED approval**