

Pajaro Valley Unified School District

FIELD TRIP AUTHORIZATION FORM

To be completed by teacher or advisor for any student group leaving campus.

Must be emailed to pvusd_fieldtrip@pvusd.net at least 30 days prior to trip.

(1) _____ (2) _____ (3) _____
School Department/Activity Date

Depart School: (4) _____ **Return at School:**
Date Time (6) _____ (7) _____
Date Time

Pickup/drop off location if different from school site _____

(8) _____
Destination (Place/Address)

(9) _____
Purpose of Trip – Must match GL Code

(10) _____ (11) _____ (12) _____ (13) _____
of Students # of Adults # of Wheel Chairs # Miles-1 Way
(Attach list of names is **REQUIRED**. An adult must be present on the bus while transporting any students.)

(14) **GL Code #** _____ - _____ - _____ - _____ - _____ - _____ - _____

(15) _____ (16) _____
Adult in Charge Method of Transportation

(16) **If private cars are used, is volunteer driver information on file?** _____ Yes _____ No

(17) **Signed Guardian permission slips on file?** _____ Yes _____ No

(18) **Will students be away over night?** _____ Yes _____ No

(19) **Out of State/Country** _____ Yes _____ No (Contact Risk Management if Yes)

(20) **If 18 is yes, please give name, address and phone of location where staying:**

Telephone: _____

(21) **Will special equipment (bikes, tools, etc.,) be used by students?** _____ Yes _____ No

If yes, what equipment? _____

(22) **Are prerequisites required (training, physical exams, waivers, etc.)?** _____ Yes _____ No

If yes, describe _____

(23) **Is there a requirement that district insurance cover any “outside” property or individual?**
_____ Yes _____ No (Such as a certificate of insurance/hold harmless agreement - Contact Risk Manager)

(24) **Has additional insurance been obtained?** _____ Yes _____ No

Signature: Teacher/Person in Charge Date

Signature: Principal Date

REMINDER:

Trips that include Swimming, Wading or possible water safety risks:

Lifeguards: 1 per 25 students;

Chaperone Ratio: see Regulation #6153

Grades K - 3: 1 to 4

Grades 4 - 6: 1 to 8