

2007-2008
The School District of Lee County
Early Childhood Learning Services

Field Trip Checklist

- Educational field trip is scheduled after 45th day of school and before last week of school.
- Requisition MIS 243, "Request for Special Bus Transportation", is completed by classroom teacher as soon as possible but no less than three weeks before scheduled trip.
- One requisition per bus is filled out, with bus capacity no more than 41 persons per bus.
- Educational field trip is scheduled between the hours of 9:30 AM and 1:30 PM.
- Requisition is signed by school principal 21 calendar days before field trip date.
- Requisition is submitted to appropriate person 21 calendar days before field trip:
all ECLS classrooms pony to Edda Rodriguez, c/o Early Childhood Center.
all Migrant classrooms send to Emilia Berni, c/o Migrant Education.
- Email trip information to Pam Alexander, Dental Nurse; phone to 332-7140; or fax to 332-1439.
- Send field trip information, parent permission forms, and subsequent reminders home.

Day of Field Trip

- District Field Trip Parent Permission Forms are completed and signed by each parent.
- Emergency information and medical needs are listed and transported with teacher.
- Prescribed medication is checked out of clinic, if applicable.
- Teacher has master list of all attendees—number, and names of all present.
- Field Trip Bus has safety device for each student, designated by weight of child.
- Driver and bus attendant are present, and assist each student in safety device.
- All adults are secured with seat belts.
- All baggage, coolers, equipment, etc., is secured.
- All aisles are cleared.
- Seat belt cutters, First Aid kit, and fire extinguisher are available and in clear view.
- Bus does not depart until all passengers are secure in their seats.
- Food, candy, or drinks of any kind must not be consumed on the bus.