

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) _____ (4) _____
School Grade(s) # of Students # Miles-1 Way

(5) _____ (6) _____
Destination Purpose of Trip

(7) Date Options.
1st Choice _____ 2nd Choice _____ 3rd Choice _____

(8) GL# _____
Account # _____

DEPARTURE:

RETURN:

(9) _____ (10) _____ (11) _____ (12) _____
Time Place Time Place

(13) _____ (14) _____
Adult in Charge Method of Transportation

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

(16) Signed Guardian permission slips on file? Yes No

(17) Will students be away over night? Yes No

(18) Out of State/Country Yes No (Contact Risk Management if Yes)

(19) If (17) is yes, please give name, address and phone of location where staying:

Telephone: _____

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

If yes, what equipment? _____

(21) Are prerequisites required (training, physical exams, waivers, etc.)? Yes No

If yes, describe _____

(22) 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)

(23) Number of Chaperones _____ Attach list of names is **REQUIRED**. An adult must be present on the bus while transporting any students.

(24) Has additional insurance been obtained? Yes No

Signature: Teacher/Person in Charge _____ Date _____

Signature: Principal _____ Date _____

Signature: Assistant Superintendent _____ 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