



LAKE OSWEGO SCHOOL DISTRICT

Extended Travel (overnight), Field Trip & Transportation Information

Pages 2-4: Extended Travel Information

Page 5: Field Trip Request

Pages 6-8: Authorization for Transportation & Request to Provide Student Transportation

Please return page 5 and the appropriate 6-8 for approval.



LAKE OSWEGO SCHOOL DISTRICT
Extended Trips (overnight)

All extended (overnight) trips must be approved by the Principal, Executive Director of Secondary Programs and by the Superintendent and/or Board of Education (if the trip is out of the country). This applies to ALL OSAA or state competitions and non-OSAA or state competitions.

Overnight field trips can be beneficial additions to both the classroom, as well as extra-curricular experiences. Classes, clubs or teams planning to conduct overnight field trips need to adhere to district policy. Failure to do so will likely result in the denial of the request. Please seek assistance if you have any questions regarding this policy.

Some general rules apply when considering a field trip for a group:

A) All overnight field trips, including 3rd party arrangements with travel companies, require the completion of the District Event/Field Trip/Interruption Form. Items to be included on the request should include the following:

- (1) Dates of the trip
- (2) Location of the trip
- (3) Detailed itinerary
- (4) Number of students traveling
- (5) Events that the group will be attending
- (6) Transportation/lodging information
- (7) Cost
- (8) Funding sources
- (9) Chaperone provisions (Background Check)
- (10) Letters sent to parents/guardians*
- (11) Date of information night*
- (12) Date of chaperone information meeting**

B) The application must be submitted **at least SIX (6) weeks** prior to the trip dates for consideration.

- a. Funding for overnight field trips needs to be secured prior to application submission.

C) Large-scale trips (week-long, out-of-state, out-of-country, or large groups of students including sports teams) need to be applied for four months in advance with security of 50% of funds or a detailed plan to raise the funds that has been approved by the principal at the time of application.

- a. Trips outside of Canada and US and its territories are not covered by district liability insurance. Parents must be advised of this limitation and sign a waiver.

- D) If the trip is for OSAA sponsored state/district competition or state competitions (DECA, MUN etc.), the timeline (Item B) does not apply.
- E) If not for OSAA or state competitions, the application must be submitted through the building Principal prior to submission to the Executive Director of Secondary Programs and the Superintendent.
- F) District liability insurance has limits and exclusions. No trip may include activities which are excluded from district insurance.

*The parent letter/meeting must include reminders of financial responsibilities to the parent(s) if the student violates school policies during the trip.

**The chaperone meeting includes discussion about Policies: IICA "Student Field Trips/Travel and Related..." and GBEC "Drug Free Workplace".

Partial Liability Insurance Exclusion list:

Each year, the school district purchases general liability insurance to protect itself from many claims, but there are certain limits and exclusions in our insurance policy where our insurance coverage would not apply. Limits and exclusions are common to every form of insurance and it is important to be aware of the **more** common exclusions in our general liability policy and the limitations of district automobile insurance coverage as well.

While the list of exclusions is fairly extensive, the following are exclusions that most commonly involve situations that might apply to staff:

1. Damages from use or operation of watercraft in excess of 30'.
2. Damages from use of virtually all trampolines or similar devices except very small regular shaped trampolines (total surface area of less than 25 square feet).
3. Damages from use or operation of aircraft.
4. Damages from use of firearms.
5. Claims brought outside the USA and Canada.
6. Liability for breach of contract.
7. Damages from Illegal acts.
8. Damages from activity that is outside the normal course and scope of a person's district role.
9. Damages from intentional acts that a reasonable person reasonably believes could cause damages or injury- this would likely encompass any activity where another party asked you for a waiver of liability.
10. Damages covered under the district's worker's compensation coverage (paid district staff work-related injuries).

Damages is a very broad term and includes but is not limited to economic damages, bodily injury, and damage to physical objects. If in doubt, please contact the school district's main business office so guidance can be sought from our insurance company.

Staff are also reminded that use of a personal vehicle is allowed for district business, but as per district School Board policy and under the district's insurance policy, district insurance coverage is secondary. This means if something happens to a personal vehicle on school grounds or when it is used for school business, the personal auto insurance coverage for that vehicle would have to be exhausted before district auto insurance coverage would apply. There are some situations where district insurance would apply, such as a district vehicle hitting a personal vehicle, but staff need to be mindful that a portion of the mileage reimbursement they receive is intended by the IRS to cover all costs of operating a vehicle.



LAKE OSWEGO SCHOOL DISTRICT
Event / Field Trip / Interruption Form

School: _____

Event/Field Trip/Class Interruption: _____

Event Location: _____

Date of the Event: _____ Day of the Week: _____

Number of Days of the Event: _____

Time Students Dismissed from Class for Event: _____

Time Students Return from Event to Class: _____

- New Event
- Previous Event Year: _____

Rationale for the Event:

Number of Students Involved: _____ Number of Chaperones: _____

Requested By: _____ Date Request Turned In: _____

Cost per Student: _____

CHECKLIST:

1. Bus Transportation Request Form Attached (if applicable).
2. Student Participation form *** make a copy and return original to District – take copies.
3. Funding if using buses * \$32.64 per hour, per bus, plus 1 hour (warm & clean-up).

- Approved
- Not Approved

School Administrator Signature: _____ Date: _____

Exec. Dir. of Secondary Prog. Sig.: _____ Date: _____

Superintendent Signature: _____ Date: _____

School Board Approval: _____ Date: _____



LAKE OSWEGO SCHOOL DISTRICT

Authorization for Transportation to Off-Campus Locations and Field Trips

This form authorizes transportation alternatives to and from district sanctioned activities when transportation is provided by the district. When complete, return this form to your teacher at least **two (2)** days prior to the event.

BUS TRANSPORTATION:

Student Name: _____

School: _____

Activity or Event*: _____

Complete the following for a specific event only:

Date of Event: _____

Event Location: _____

Parent/Guardian Name: _____

Emergency Phone Number: _____

Signature of Parent/Guardian: _____

I acknowledge that by signing this form I am giving permission for the above named student to travel to and from district sanctioned events by any of the methods I have approved below. I also acknowledge that the District provides no medical or liability insurance applicable to these transportation alternatives. It is the student's responsibility to carry any medications they may need with them such as inhalers, epi pen, and diabetic supplies.

Check all that apply:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Transportation (bus) provided by the District | <input type="checkbox"/> Airplane |
| <input type="checkbox"/> Private vehicle (see page 7) | <input type="checkbox"/> Train |
| <input type="checkbox"/> Private charter bus | <input type="checkbox"/> City bus |
| | <input type="checkbox"/> Other _____ |

*An activity (such as soccer) may include multiple events (such as practices at a city field). An event is a one-time occurrence such as a contest held at an off-campus facility.



LAKE OSWEGO SCHOOL DISTRICT
Transportation Alternatives (not provided by District)*

I approve the following transportation alternatives as shown below. Please respond yes or no to all alternatives:

For students with medical conditions or IEP/504	YES	NO
I give permission for my student to ride in a private vehicle driven by an adult other than myself. Name of Teacher: _____		
I give permission for my student to ride public transportation.		
I give permission for my student to ride the activity bus.		

All Other Students	YES	NO
My child to ride in a private vehicle driven by an adult other than myself.		
My child to drive our private vehicle.		
My child to ride in a private vehicle driven by another student.		

Parent or Guardian Signature: _____ **Date:** _____

* "Authorization for Transportation to Off-Campus Locations and Field Trips" form required (page 6) **IN ADDITION** to this form.



LAKE OSWEGO SCHOOL DISTRICT
Request to Provide Student Transportation

Thank you for agreeing to transport students of the Lake Oswego School District 7J on a field trip or for some other district approved purpose. In order to fulfill our district responsibility to provide a safe environment for students, we require that you have adequate insurance limits and a safe driving record.

The district reserves the right to ensure that only safe, well insured drivers are transporting students. Please also be aware that in the event of an accident involving your vehicle, your insurance will provide primary coverage. Students with provisional licenses may only transport other students as allowed by Oregon's Teen Driving Laws.

Please provide all of the information requested below and return this form at least **ten (10)** working days prior to the date of the event for which you will be providing transportation. After reviewing your request, we will contact you promptly if further clarification is needed.

Insurance Company (not agent) Name: _____

Policy Number: _____

Policy Limits: _____

Oregon Driver's License No: _____

Do you have any points for motor vehicle infractions charged to your license? Yes No

Name as it appears on your driver's license: _____

Date of Birth: _____

Address: _____

Daytime Phone: _____