



FIELD TRIP SAFETY PLANNING CHECKLIST

Before you begin planning your field trip, state a clear educational goal or outcome. Your choice of activities should support successful and safe completion of that goal. Should a chosen activity pose safety risks, return to your stated goal and consider whether the activity is absolutely necessary to achieve the outcome.

TASK	PERSON RESPONSIBLE	DATE COMPLETED
Review and adapt Field Trip Parental/Guardian Consent Form and distribute to participants or parents/guardians.		
Obtain parent/guardian consent forms and store in a secure place.		
Have participants' prescription medications and medical information in a secure but accessible location.		
Prepare field trip safety expectations agreement form for participants, and have each youth participant and parent/guardian sign & return this form.		
Prepare a list of contacts (parent/guardian phone numbers) for field trip leaders.		
Prepare a " Grab & Go Bag " that has essentials, such as sunscreen, nametags, garbage bags, first aid kit , etc.		
Plan accordingly to maintain proper staff-to-participant ratios at all times. Two adults should be present during all interactions with youth participants. Another adult should be made aware prior to an unavoidable one-on-one event.		
Plan meals: who is responsible for preparing, packing, transporting, coordinating the meals and snacks? Ensure dietary restrictions and allergies are properly addressed.		
Adapt the " Day-Of Checklist " for your program's activities and provide copies of this checklist to program staff.		
Complete the Field Trip/Travel component of the Youth Program Emergency Preparedness Plan .		
Create a Transportation of Minors Procedure for your program and share with program staff.		
Inspect vehicles before travel and obtain evidence of proper insurance.		
Train staff on Child Passenger Safety Laws and Highway Safety Laws .		
Have an alternative method of transportation in case of emergency.		