

**SCHOOL-SPONSORED TRIPS**

The Governing Board recognizes that field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs.

*(cf. 0460 - Local Control and Accountability Plan)*

Field trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. (Education Code 35330)

*(cf. 6143 - Courses of Study)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

Requests for field trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other field trips shall be approved in advance by the principal.

*(cf. 3312.2 - Educational Travel Program Contracts)*

The principal shall establish a process for approving a staff member's request to conduct a field trip. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 5142 - Safety)*

*(cf. 5143 - Insurance)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1321 - Solicitation of Funds from and by Students)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

## **SCHOOL-SPONSORED TRIPS** (continued)

The Board may approve the use of district funds for student expenses for in-state, out-of-state, or out-of-country field trips or excursions when permitted by law. In addition, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

### *Legal Reference:*

#### EDUCATION CODE

- 8760 Authorization of outdoor science and conservation programs*
  - 32040-32044 First aid equipment: field trips*
  - 35330 Excursions and field trips*
  - 35331 Provision for medical or hospital service for pupils (on field trips)*
  - 35332 Transportation by chartered airline*
  - 35350 Transportation of students*
  - 44808 Liability when pupils not on school property*
  - 48908 Duties of pupils; authority of teachers*
- #### BUSINESS AND PROFESSIONS CODE
- 17550-17550.9 Sellers of travel*
  - 17552-17556.5 Educational travel organizations*

### *Management Resources:*

#### WEB SITES

- American Red Cross: <http://www.redcross.org>*
- California Association of Directors of Activities: <http://www.cada1.org>*
- U.S. Department of Homeland Security: <http://www.dhs.gov>*

Policy

adopted: June 13, 1995

revised: May 28, 1996

revised: October 12, 1999

revised: December 11, 2001

revised: June 26, 2018

**VISALIA UNIFIED SCHOOL DISTRICT**

Visalia, California

**Instruction****SCHOOL-SPONSORED TRIPS**

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Out of state trips require a timeline and prior notice of at least 60 days.

Students must have written parental permission in order to participate. (Education Code 35350) The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate.

All trips over 75 miles require board approval or board ratification of time sensitive approval by the Superintendent or designee. All overnight events, field trips, extracurricular and cocurricular activities require Board approval.

**Safety and First Aid**

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
  - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
  - b. The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff to discuss safety and the importance of safety-related rules for the trip. For noncertificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

**Supervision**

1. Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.

**SCHOOL-SPONSORED TRIPS** (continued)

3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the company to serve as host.

**Funding**

No student shall be asked to pay for any required school-sponsored trip. No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

**Trip Approval**

Extended trips over 75 miles will be permitted only upon fulfillment of the following conditions:

1. A written request from a sponsoring group shall be submitted to and received by the school principal not later than two calendar months and to the Superintendent or designee not later than two calendar months prior to the anticipated departure date and in advance of any discussion with parents or students, (Exhibit 6153(a)).
2. Plans for fund raising activities, submitted by the sponsoring group, shall be reviewed with the student council or teacher and approved by the school principal prior to any further involvement by interested businesses, service clubs, or fraternal organizations.
3. The school principal shall certify compliance with filed written records of each of the following requirements:
  - a. The execution of a sponsoring group waiver, acceptable to the legal counsel of the district, which exempts the Board from all financial responsibility for expenditures of district funds for the cost of the off-campus activity.

**SCHOOL-SPONSORED TRIPS** (continued)

- b. The submission by the sponsoring group of detailed plans for:
    - (1) Fund raising activities to generate an amount sufficient to permit all affected students to participate. (No student will be excluded solely because of insufficient funds).
    - (2) Accounting of all funds raised and expended.
    - (3) Return of funds unused for purpose specified by the sponsoring group.
  - c. A copy of an insurance policy providing protection for students against claims for public liability (\$500,000), property damage (\$500,000), and personal injury (\$500,000).
  - d. The execution of consent waiver, by each district employee acting as a voluntary supervisor, which certifies that they are donating their services for the time required beyond that specified in any employee's individual employment contract, (Exhibit 6153(b))
  - e. The execution of parental/guardian medical authorization form which grants permission to the sponsoring group to secure medical/hospital assistance as may be required for any student, (Exhibit 6153 (c)) and the execution of a consent waiver stating the parent/guardian understands the off-campus activity is voluntary and not required as part of the regular school program, (Exhibit 6153(c)).
  - f. The execution of a Voluntary Excursion/Field Trip Waiver Notice and Medical Authorization – Adult for each adult participating in the specified excursion or activity (Exhibit 6153(d).
  - g. Certification that no student will be excluded from the trip solely because of insufficient funds, (Exhibit 6153(e).)
  - h. Upon the principal's approval of an educational study trip request, determine whether a substitute teacher will be needed. The cost will be included and paid for as a trip expenditure.
  - i. Only authorized educational study trips are covered by district insurance.
4. The school principal shall forward each recommended request for an off-campus activity to his/her supervisor, with all required supporting information, for submission to the Board.

**SCHOOL-SPONSORED TRIPS** (continued)

5. Upon approval by the Board of Education of an extended educational study trip, the school principal/designee shall be responsible for a timeline and coordination.
6. Exceptions to these requirements may be considered by the Board following preliminary approval by the school principal and the Superintendent's Cabinet.
7. No swimming or wading shall be allowed on district study trips.
  - a. When exploring tide pools in the ocean as a part of a planned outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
  - b. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during exploration of tide pools.

*(Continued on next page)*

## **SCHOOL-SPONSORED TRIPS** (continued)

### **Educational Study Trip Guidelines**

The following guidelines shall be used to maximize the focus on educational goals.

#### **Grades K-5**

- Educational activities off campus within 75 miles
- Emphasis on curriculum standards
- Monday-Friday
- Up to the equivalent of one instructional day per year
- Must be approved by the principal or designee
- Funded through site resources, i.e. general purpose, categorical, or PTA/Parent Club.

#### **Grade 6**

- Four or five day attendance at SCICON operated by the Tulare County Department of Education, funded by the District.

#### **Grades 4-6**

- In addition, instructional time may be used to attend one performing arts event provided by local schools or performing arts organizations.

PTA's/PTO's, interested teachers and/or parents can request approval for additional field trips after school, in the evenings and on weekends. Such trips must be paid for through fundraising or support outside school resources. Any additional trips must be approved by the school site principal and planned and conducted in accordance with all appropriate Board policies and regulations.

## **SCHOOL-SPONSORED TRIPS (continued)**

### **Middle and High Schools Student Field Trip Policy**

#### **Purpose**

1. To insure minimal impact on lost instructional time.
2. To reduce financial impact on parents and school budgets during these difficult budgetary times.

#### **Guidelines**

1. In California only
2. No more than two (2) missed days of school per trip
3. Overnight trips are limited to two (2) overnights per trip
4. Funding covers all costs including substitutes and must be secured in advance of the trip.
5. Students and booster groups may engage in fund raising to cover cost of the trip.
6. Requests for student/parent donation must be pre-approved by the principal.
7. Saturdays and Sundays should be used whenever possible, including college trips and rewards.
8. There will be a limit on the number of trips that a particular group may take which require missing school days. That number will be determined by administration after review of proposed number of trips. (See attached Trip Summary Form)
9. Each middle and high school will submit the trip summary form to their Area Superintendent by April 15th of the previous year for analysis.
10. Teachers may exercise transportation options such as school vans, request for charter, “drop off and pick up” option, or parent volunteers.
11. Field trip packets must be submitted in compliance with Board approval guidelines.

#### Exception – Groups not under the auspices of Visalia Unified School District

Trips organized by outside agencies and led by teachers are not limited by the guidelines above. The following will apply:

1. Flyers, literature, and/or bulletin notices regarding the trip must be approved by Area Superintendents. In all instances, it is clearly stated that the trips are not associated with VUSD.
2. Recruiting may not take place during instructional time.
3. Teachers may use classrooms for lunch or after school meetings associated with the trip. Facility Use Permits must be received by Administrative Services for after school meetings.

## **SCHOOL-SPONSORED TRIPS (continued)**

### **Field Trip/Off-Campus Policy**

Field trips offer students a worthwhile extension of the classroom experience. All required forms for a field trip are due to the office at least three (3) weeks in advance.

As a general rule, students should not miss academic time to take part in activities or field trips which would be considered more “recreational” than instructional. Only students who are eligible may participate in field trip experiences which would be considered enrichment or recreational. (See below for a full definition of eligibility). As outlined in district policy, an eligibility requirement is not applied to a student who is attending an academic/co-curricular competition. Exceptions may be considered by the principal.

If a student’s grade will be negatively affected by non-participation due to ineligibility, the teacher of record will provide the student an alternative assignment.

Eligibility is defined as achieving a grade point average of 2.0 with no more than one “F”. The six week progress report card will be utilized to determine a student’s eligibility status for participation. At the end of the first six weeks, those students who do not meet the academic requirements will be identified, and will have the next six weeks as a probationary period, allowing them to bring up their grades for continued participation in all activities related to the team, class or club. If a student is unsuccessful in improving his/her grades to the required standard, the student will not be eligible to participate in field trips until he/she meets the academic standards at the next grade reporting period. Ninth grade students start the year eligible.

Eligibility reports are provided to teachers from Technological Services following the posting of grades (timing may vary).

#### Regulation

approved: June 13, 1995  
revised: May 28, 1996  
revised: October 12, 1999  
revised: December 11, 2001  
revised: June 23, 2003  
revised: March 21, 2006  
revised: February 5, 2007  
revised: October 18, 2010  
revised: April 24, 2017  
revised: September 24, 2018

#### **VISALIA UNIFIED SCHOOL DISTRICT**

Visalia, California

**VISALIA UNIFIED SCHOOL DISTRICT  
REQUEST FOR BOARD APPROVAL OF  
STUDENT FIELD TRIP**

- Under 75 miles
- Over 75 miles
- Overnight
- Out of state
- Out of country
- Competitive
- Non-competitive

1. Title and/or purpose of trip \_\_\_\_\_  
\_\_\_\_\_
2. Inclusive dates of trip: From \_\_\_\_\_ Through \_\_\_\_\_
3. Destination and/or description of itinerary \_\_\_\_\_  
\_\_\_\_\_
4. Means of transportation \_\_\_\_\_  
\_\_\_\_\_
5. Expenses to be paid by \_\_\_\_\_  
Otherwise known as the sponsoring group.  
Budget Number (if applicable) \_\_\_\_\_
6. Attached is an outline of the sponsoring group's plans for fund raising activities, accounting of funds raised and expended, and return of funds not used.
7. Attached is a sponsoring group waiver, exempting the Board from financial responsibility and specifying that public funds will not be utilized for this trip.
8. Total Number of Students \_\_\_\_\_ Grade Level(s) \_\_\_\_\_  
A list of students must be submitted prior to departure.
9. Names and addresses of instructors/supervisors for the field trip  
\_\_\_\_\_  
\_\_\_\_\_
10. School at which students are enrolled \_\_\_\_\_

Dated \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
Signature of Person Submitting Request

I certify compliance with the requirements of the appropriate Administrative Regulation

Dated \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
Signature of School Principal

Dated \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
Signature of Area Superintendent

- \_\_\_\_\_ Under 75 miles
- \_\_\_\_\_ Over 75 miles
- \_\_\_\_\_ Overnight
- \_\_\_\_\_ Out of state
- \_\_\_\_\_ Out of country
- \_\_\_\_\_ Competitive
- \_\_\_\_\_ Non-competitive

**VISALIA UNIFIED SCHOOL DISTRICT  
 EDUCATIONAL ACTIVITIES - STUDENT TRIP  
 INSTRUCTOR/SUPERVISOR WAIVER AND CONSENT**

Education Code Section 35330 states in part: "The governing board of any school district or the county superintendent of schools of any county may: (a) Conduct field trips or excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities to and from places in the state, any other states,...or a foreign country...A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for such students, pupils... (b) Engage such instructors, supervisors, and other personnel as desired to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for such field trip or excursion."

"...All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for any injury, accident, illness or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving such claims."

\*\*\*\*\*

I, the undersigned, do hereby offer to the district my services on a voluntary basis as instructor/  
 supervisor for the field trip to \_\_\_\_\_  
 scheduled on \_\_\_\_\_, 20 \_\_\_\_ through \_\_\_\_\_, 20 \_\_\_\_.

I recognize this is not a school-required trip and that my participation is entirely voluntary. As required by the above quoted Education Code Section, I expressly waive all claims against the Visalia Unified School District and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip.

Dated \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 Instructor/Supervisor Signature



**VOLUNTARY EXCURSION/FIELD TRIP NOTICE AND MEDICAL AUTHORIZATION - MINOR**

Dear Parent/Guardian:

Please complete and return this form to: \_\_\_\_\_.

My son/daughter \_\_\_\_\_ has my permission to participate in the following voluntary activity: \_\_\_\_\_.

Destination: \_\_\_\_\_ Transportation Provided By: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

**As stated in California Education Code Section 35330, I understand that I hold Visalia Unified School District, its officers, agents and employees harmless from any and all liability or claims, which may arise out of or in connection with my child's participation in this activity.**

“Education Code Section 35330 states in part: “The governing board of any school district or the county superintendent of schools of any county may: (a) Conduct field trips or excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities to and from places in the state, any other states,...or a foreign country...A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district’s course of study for such students, pupils... (b) Engage such instructors, supervisors, and other personnel as desired to contribute their services over and above the normal period for which they are employed by the district, if necessary, and provide equipment and supplies for such field trip or excursion.”

“...All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for any injury, accident, illness or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving such claims.”

In the event of illness or injury, I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

Medical Insurance Carrier \_\_\_\_\_ Policy No. \_\_\_\_\_ Address \_\_\_\_\_

( ) **Check here** if there are no special health issues that the staff should be aware of and no medications are required on the trip.  
( ) **Check here** if your child has a health condition and/or requires medication.

**A special note to Parent/Guardian: (1)** All medications must have the appropriate Medication in School Form completed by a licensed healthcare provider, unless the parent is attending the trip and will be administering the medication to their child; **(2)** All medications, except those which must be kept on the student’s person for emergency use, must be kept in a labeled container and distributed by the staff; **(3)** If any medication is to be taken by student, list below:

Name of medication: \_\_\_\_\_ Time medication must be taken: \_\_\_\_\_

Reason: \_\_\_\_\_

If your son or daughter has a special medical issue, please briefly indicate in space provided

**I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violations of these rules and regulations may result in that individual being sent home at the expense of his/her and/or parent/guardian.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date of Birth: \_\_\_\_\_



**VOLUNTARY EXCURSION/FIELD TRIP WAIVER NOTICE  
AND MEDICAL AUTHORIZATION - ADULT**

School Site: \_\_\_\_\_

Activity: \_\_\_\_\_

Destination: \_\_\_\_\_

Transportation Provided by: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

As stated in California Education Code Section 35330, I understand that I hold the Visalia Unified School District, its officers, employees and agents harmless from any and all liability and claims arising out of or in connection with my participation in this activity.

*I REALIZE THAT UNANTICIPATED AND UNEXPECTED DANGER MAY ARISE WHILE THE EVENT IS IN PROGRESS AND DURING OTHER ACTIVITIES ASSOCIATED WITH THIS EVENT. I VOLUNTARILY AGREE TO ACCEPT ANY AND ALL RISK OF INJURY, DEATH OR DAMAGES OF ANY NATURE RESULTING DIRECTLY OR INDIRECTLY FROM PARTICIPATION IN THIS EVENT.*

\*\*\*\*\*

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be the responsibility of the participant.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Personal Health Insurance Company: \_\_\_\_\_ Group No.: \_\_\_\_\_

In the event of illness or accident, please notify:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

If you have any special medical problems or if you are currently taking prescription medicine, please attach a description of each to this sheet.

1/27/98

Revised: July 23, 2001  
Revised: January 23, 2009

- \_\_\_\_\_ Under 75 miles
- \_\_\_\_\_ Over 75 miles
- \_\_\_\_\_ Overnight
- \_\_\_\_\_ Out of state
- \_\_\_\_\_ Out of country
- \_\_\_\_\_ Competitive
- \_\_\_\_\_ Non-competitive

**VISALIA UNIFIED SCHOOL DISTRICT  
EDUCATIONAL ACTIVITIES - STUDENT TRIP**

**CERTIFICATION OF FINANCIAL SECURITY**

I certify under penalty of perjury that the foregoing is true and correct:

That financial security has been established sufficient to cover the traveling and living expenses for all participants, and

That no student will be excluded from the trip solely because of insufficient funds.

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Site

\_\_\_\_\_  
Signature - Principal of School

\_\_\_\_\_  
Signature – Area Superintendent

1/27/98

Revised: July 23, 2001  
Revised: January 23, 2009



## **PERSONAL VEHICLE USE GUIDELINES**

### **Guidelines for Use of Personal Vehicle**

1. Driver must possess:
  - a) Valid driver's license
  - b) Minimum liability insurance as required by the State of California
2. A driver cannot transport more than nine (9) passengers plus the driver. In no case can the number of passengers, including driver, exceed the number of available seat belts. At no time shall the driver's vision be obstructed.
3. Trip routes to points outside of the District in excess of ten (10) miles must be approved in advance by the campus administrator/program director or designee.
4. Drivers must be adults (21 years or older). Use of "Personal Vehicle Form" must be completed and on file before a trip is taken.
5. Consent slips from parents must be on file prior to a trip.
6. Use of personal vehicles where hazardous road conditions exist is prohibited (includes hazardous conditions declared by California Highway Patrol, or other city, county, state or federal agencies authorized to monitor road conditions).
7. Use of "Personal Vehicle Form", which will be provided by the District, must be completed before a trip is authorized.

### **District Insurance**

Any employee or authorized volunteer, while engaged in authorized activities within the scope of his/her assigned duties, is covered by District insurance for damages caused to persons or property; as a result of negligence of the employee or volunteer. However, when privately owned vehicles are used on authorized school business, the Driver's personal liability insurance will go first to settle any claims. District insurance will cover the unpaid excess up to the policy limits. Collision damage to privately owned vehicles, owned by either employees or volunteers, is not covered by District insurance.

1/27/98

Revised: July 23, 2001

Revised: January 23, 2009



TO:  
FROM: Risk Management Office  
RE: Waivers and License Background Checks

When we ask parent volunteers to transport students, other than their own, there are forms that need to be completed before the event takes place. Attached is a packet of forms to be used:

Waiver Liability Notice:

Parent Permission Waiver for Student Transported to Activity in Non-District Vehicle Driven by District Person

Parent Permission Waiver for Student Transported to Activity in Non-District Vehicle Driven by Non-District Person

Minor - Class/Activity Registration Form

Voluntary Excursion/Field Trip Notice and Medical Authorization - Minor

THE INSTRUCTOR SHOULD SEND (THE APPLICABLE FORM) HOME FOR THE PARENT TO READ AND COMPLETE.

COMPLETED FORMS SHOULD BE RETAINED AT THE SITE.

Employee/Volunteer Personal Vehicle Use Permission Form:

The instructor should send this form home to the individual that volunteers to drive the students in their personal vehicle. The employee or volunteer should return the form along with a photocopy of the fact sheet of their current auto insurance policy or a Certification of Insurance from their agent. Upon receipt, the completed form is to be given to the site administrator in charge of overseeing this event. After the site administrator signs his or her approval for this volunteer's services, the form is to be mailed to the District Transportation Director a minimum of four weeks in advance of the trip. The Transportation Director will run a license background check on the volunteers through the Department of Motor Vehicles.

THE INSTRUCTOR SHOULD RETAIN THE VOLUNTEERS AUTO INSURANCE INFORMATION WITH THE WAIVER LIABILITY NOTICE.

Waivers and License Background Checks

Page Two

Personal Vehicle Use Guidelines:

THE INSTRUCTOR SHOULD ATTACH THIS GUIDELINES SHEET TO THE EMPLOYEE/VOLUNTEER PERSONAL VEHICLE USE FORM BEFORE MAILING TO THE VOLUNTEER.

Voluntary Excursion/Field Trip Waiver Notice and Medical Authorization - Adult Form:

SHOULD BE COMPLETED BY EACH ADULT VOLUNTEER PARTICIPATING IN THE EVENT. THE COMPLETED FORM SHOULD BE CARRIED BY THE INSTRUCTOR TO AND FROM THE EVENT, THEN RETAIN IN A PERMANENT FILE AT THE SITE UNTIL SIX MONTHS HAVE PAST.

By complying with these reporting requirements, the district will have on file a written parent authorization allowing their student to be transported in a non-district vehicle. In addition, have the assurances that the volunteer is a responsible driver appropriately insured under California law, plus have a volunteer's medical information with an authorization to treat should a medical emergency occur.

Please call me at 730-7538 if you have any questions.

1/27/1998

7/23/2001

1/26/2009



**“WAIVER LIABILITY NOTICE”**  
**PARENT PERMISSION WAIVER FOR STUDENT TRANSPORTED TO ACTIVITY IN**  
**NON-DISTRICT VEHICLE DRIVER BY DISTRICT PERSON**  
**(PLEASE PRINT OR TYPE)**

Student Participant: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

I understand that the student named above will be transported to the stated activity in a non-District vehicle driven by a District person.

For and in consideration of permitting the student named above to participate in the activity named above, do hereby as the undersigned voluntarily release, discharge, waive and relinquish any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instruction in said activity or any activities incidental thereto wherever or however the same may incur and continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereafter arise from him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the Visalia Unified School District or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons or otherwise.

It is the intention of student named above by this instrument, to exempt and relieve Visalia Unified School District from liability for personal injury, property damage or wrongful death caused by negligence for participation in the stated activity.

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against Visalia Unified School District he/she shall indemnify and save harmless the same Visalia Unified School District from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the Waiver Liability Notice and the foregoing paragraphs, has been fully and completely advised of the potential dangers incidental to engaging in the activity and transportation to this activity and is fully aware of the legal consequences of signing the within instrument.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



**“WAIVER LIABILITY NOTICE”**  
**PARENT PERMISSION WAIVER FOR STUDENT TRANSPORTED TO ACTIVITY IN**  
**NON-DISTRICT VEHICLE DRIVEN BY NON-DISTRICT PERSON**  
(PLEASE PRINT OR TYPE)

Student Participant: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

I understand that the student named above will be transported to the stated activity in a non-District vehicle driven by a non-District person.

For and in consideration of permitting the student named above to participate in the activity named above, do hereby as the undersigned voluntarily release, discharge, waive and relinquish any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instruction in said activity or any activities incidental thereto wherever or however the same may occur and continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid which may hereafter arise from him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the Visalia Unified School District or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons or otherwise.

It is the intention of student named above by this instrument, to exempt and relieve Visalia Unified School District from liability for personal injury, property damage or wrongful death caused by negligence for participation in the stated activity.

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against Visalia Unified School District he/she shall indemnify and save harmless the same Visalia Unified School District from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the Waiver Liability Notice and the forgoing paragraphs, has been fully and completely advised of the potential dangers incidental to engaging in the activity and transportation to this activity and is fully aware of the legal consequences of signing the within instrument.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

1/28/99  
7/23/01  
1/26/09



MINOR - CLASS/ACTIVITY REGISTRATION FORM
(Please Print)

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_

Activity/Program \_\_\_\_\_

Date(s) \_\_\_\_\_ Day(s) \_\_\_\_\_ Time \_\_\_\_\_

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RELEASE OF LIABILITY AND INDEMNITY AGREEMENT-MINOR

I, the undersigned, parent or guardian of \_\_\_\_\_, a minor, hereby agree to allow such minor to participate in \_\_\_\_\_ (name of event, activity, class or sport). I further give my consent and permission to such minor's traveling to and from the aforementioned activity by vehicles owned and operated by Visalia Unified School District, its officers, agents, or employees, or by vehicles owned and operated by others. (Strike if not applicable).

I REALIZE THAT UNANTICIPATED AND UNEXPECTED DANGERS MAY ARISE WHILE THE EVENT IS IN PROGRESS AND DURING OTHER ACTIVITIES ASSOCIATED WITH THIS EVENT. I VOLUNTARILY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY, DEATH OR DAMAGES OF ANY NATURE RESULTING DIRECTLY OR INDIRECTLY FROM SUCH MINORS PARTICIPATION IN THIS EVENT. PLEASE INITIAL: \_\_\_\_\_

I hereby agree that neither I, my successors, assigns, nor anyone acting on my behalf will make claim against or sue Visalia Unified School District, its officers, agents, employees, or volunteers for injury or damage resulting from the condition of any facility, or the negligence, carelessness, or other acts, howsoever caused by Visalia Unified School District, or any of its officers, agents, employees, or volunteers as a result of my participation in the event or activity set forth above. In addition I hereby release Visalia Unified School District, its officers, agents, employees and volunteers from all claims or lawsuits that I, my successors, assigns, or anyone acting on my behalf may now have, or may hereafter at any time have for injury or damage: (1) resulting from the condition of any improved facility which has been reasonably maintained; 2) resulting from the condition of any unimproved district facility; (3) suffered by me while participating in or traveling to and from the event or activity set forth above; or (4) suffered by me in any other activity associated with the event or activity aforementioned. This release does not apply to intentional and/or willful acts of misconduct by Visalia Unified School District or any of its officers, agents, employees or volunteers.

I understand that this Release of Liability and Indemnity Agreement is enforceable against me only, as parent or guardian of such minor, and that said Release of Liability and Indemnity Agreement may not be enforced as against such minor. THEREFORE, IN FURTHER CONSIDERATION FOR PERMITTING SUCH MINOR TO PARTICIPATE IN THE AFOREMENTIONED ACTIVITY, I AGREE TO DEFEND VISALIA UNIFIED SCHOOL DISTRICT, ITS OFFICERS, AGENTS, EMPLOYEES, AND VOLUNTEERS AGAINST ANY CLAIM OR LAWSUIT FOR INJURY, LOSS, OR DAMAGE ARISING FROM OR IN ANY WAY CONNECTED WITH SUCH MINOR'S PARTICIPATION IN THE EVENT INCLUDING ANY INJURY, LOSS, OR CARELESSNESS, OR OTHERS ACTS OF VISALIA UNIFIED, ITS AGENTS, EMPLOYEES AND VOLUNTEERS. I ALSO AGREE TO REIMBURSE VISALIA UNIFIED SCHOOL DISTRICT, ITS OFFICERS, AGENTS, EMPLOYEES, OR VOLUNTEERS FROM ANY LOSS, DAMAGE, LIABILITY, COST OR EXPENSE THEY SUFFER AS A RESULT OF ANY SUCH CLAIM OR LAWSUIT.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND INDEMNITY, AND THAT IT IS A LEGALLY BINDING CONTRACT BETWEEN VISALIA UNIFIED SCHOOL DISTRICT AND ME, AND I SIGN IT OF MY OWN FREE WILL.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent or Guardian

1/27/98

7/23/01

Print Name: \_\_\_\_\_



“EMPLOYEE/VOLUNTEER PERSONAL VEHICLE USE PERMISSION FORM”

Type of Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver’s License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Driving Restrictions: \_\_\_\_\_

Year and Make of Auto: \_\_\_\_\_ Vehicle License No. \_\_\_\_\_

Insurance Carrier/Agent: \_\_\_\_\_ Phone No. \_\_\_\_\_

Liability Limits: \_\_\_\_\_ Policy No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_

The District requires evidence of insurance by one of the following:

- 1. Photocopy of the face sheet of the insurance policy;
2. A “Certificate of Insurance” from the Agent or Company

Procedures:

The evidence of insurance and a copy of the valid California Driver’s License shall be given to the District Transportation Director four weeks in advance of the scheduled activity. A Driver’s License check will be made through the Department of Motor Vehicles.

Guidelines:

Guidelines for use of personal vehicles must be adhered to by the drivers.

Capacity:

No more than nine (9) students and the driver may be transported in a passenger vehicle.

NOTE:

If you drive your personal vehicle while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage on your vehicle.

I certify the above information is correct and the insurance coverage is in force. I understand I must have liability insurance coverage in force and agree to advise the District, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe and am willing to provide the vehicle for inspection to the District Transportation Director if requested.

Owner of Vehicle Signature

Date

Driver’s Signature

Date

I have read the above and approved the use of this vehicle for the purpose stated.

Site Administrator

Date

Transportation Director
1/28/98; 7/23/01

Date