

## **IJOA-R-1 - STANDARD FIELD TRIP REGULATIONS**

The regulations outlined below clarify policy pertaining to scheduling and pre-payment of Field Trips.

1. An original Bus Transportation Request Form (BTRF) must be completed and approved by the School Nurse as well as the Principal. Before forwarding the form to the Principal, the estimated trip cost to be determined in consultation with the Director of Transportation must be included on the BTRF. (See Item 2 of the Bus Transportation Request Form.) Important: The Transportation Department's cost estimate for the field trip is not a firm commitment. The trip is not scheduled by the Transportation Department until the Director of Transportation and the Business Department receive a completed BTRF and a check, if applicable. The Transportation Department will not accept verbal requests for field trips.
2. Cost of field trips includes driver, mileage, and extra bus. Important: Please be aware that if for any reason the bus has not returned to the school from a trip before 1:15 p.m. and a substitute bus is required for a regular run, there will be an additional cost per bus, per trip.
3. Submit the BTRF three (3) weeks prior to date of approved trip to the Business Department. All requests must be accompanied with cash or a check made payable to *School Civic Use - Transportation*, unless paid by the school system or purchase order system. No split payments will be accepted to defray the cost of a field trip; i.e., payments from PTO funds or Chapter 188 school improvement funds. The Business Department will notify the Transportation Department that a check in the full amount has been received. Two (2) days prior to the date of trip the Principal should contact the Transportation Department to confirm the trip. Should there be a problem, it can be resolved at that time.
4. All Bus Transportation Request Forms must include the Principal's signature of approval. The Principal is responsible for ensuring that each field trip is in compliance with Items 1 through 7 of district Policy IJOA (Field Trips.)

LEGAL REF.: M.G.L. [71:37N](#)