

## Teacher's Field Trip Instructions – PES

### Step One

Complete the Field Trip Information form and have it signed by Eric to approve the trip, **at least two weeks before the scheduled trip**. Once you have your driver list, make a copy of this form and bring it to the office so we can confirm all needed forms are complete. *After your trip, bring the original of this form to the office to be filed.* These are kept in the office for the current school year and then archived for 5 years.

### Step Two

Communicate plans to parents with the Permission Slip form. It is helpful to print this form on colored paper for visibility. Student permission slips should be collected and saved until the end of the school year. You can keep them in your files, or I'm happy to keep them in the field trip binder in the office with your Field Trip Information Form. These can be tossed at the end of the year.

### Step Three

Any staff or parent drivers should fill out the Driver Policy Google Form, Volunteer Agreement Google Form and have personal documents on file with me in the office. **All driver forms need to be complete at least two days before the trip.**

The instructions and links for parent drivers are on the [Pacificesd.org](http://Pacificesd.org) site, under Forms for Parents. If you email parents about completing their driver forms, it may be useful to copy and paste that paragraph into your email.

### Step Four

Create carpool groups and complete the School Field Trip Driver Roster. Refine these lists on the day of the trip, **make a copy for each driver and bring one form to the office before you leave**. Make sure to copy both sides of this form for drivers, as there are instructions on the back for what to do in case of an emergency.

**In the case of any incident on a field trip, please retain ALL forms (trip permission, student permissions, driver list and roster, incident report) and submit them to the office.**