



Kane County School District

**Make a Request:**

\* Required

Please fill out the following form as completely as you can. Do not leave any fields blank.

\* School:

Date of Request:

Travel Request to:

\* Trip Date:   
(yyyy-mm-dd)

Trip Detail:

Advisor for Trip:

Advisor Home Phone:

Advisor Cell #:

\* Sport or Activity:

\*Approx. # of Students:

\*# of Chaperones:

Once at the destination, the bus driver is excused from all duties and responsibilities at:   
(hh:mm:ss)

The driver is free to leave the job and is expected to resume responsibility at:   
unless otherwise directed by the trip advisor.  
(hh:mm:ss)

Time Leaving School (hh:mm:ss)

Est. Return Time (hh:mm:ss)

Return Date: (yyyy-mm-dd)

\*Total Days for Trip:

Please fill out all required fields to continue.

## Kane County School District Protocol for Bus Trips (Addendum to Policy FF)

The following are bus standards, rules and expectations for students and chaperones/advisors/coaches for activity/field trips involving students in Kane County Schools.

### Student/Chaperone/Advisor/Coach Protocol for Bus Trips

1. There needs to be a ratio of one (1) chaperone/advisor per ten (10) students on activity/field trips outside the city limits. One chaperone/advisor must be designated as the lead person and will be in charge during the trip.

**Exception:** Utah High School Activities Association sanctioned activity trips are excluded from the one (1) chaperone per ten (10) students rule if the number of advisors/coaches does not meet the criteria. All other aspects of this policy are applicable.

2. Prior to the bus departing, the lead chaperone must explain proper bus behavior to students.

a. Students should remain seated unless they are moving with chaperone approval. b. Students must keep their hands, feet and mouth to themselves. c. Students should avoid any offensive language, gestures or acts that would violate any school

or district policy (i.e., Safe Schools or Sexual Harassment policy, etc.) d. The noise level should be moderate. No

loud talking, yelling or screaming. e. The aisles of the bus must remain open at all times. (No sitting, lying in the

aisles or rear deck). f. Students are required to report any inappropriate conduct to a chaperone when they become aware of it. Chaperones, in turn, need to immediately report inappropriate incidents to the

lead chaperone. g. Students who feel harassed, threatened or abused have an obligation to report the

misconduct to advisor/chaperone. h. Trash needs to be properly disposed of in the trashcans available on the bus.

3. Chaperones/Advisors/Coaches must supervise bus students at all times.

a. Chaperones must be seated at the back, middle, and front of the bus at all times. b. If student numbers limit the number of chaperones available and a choice has to be made as

to where to sit, the priority will be back, middle and front in this order. c. At least one chaperone in each position will be responsible for student behavior at all times.

Precautions need to be taken to ensure that overcrowding is not an issue and that there is room for coats, blankets, pillows, etc. that take up space on the bus.

4. The bus driver's responsibility is to transport the students safely to the destination. Cooperation between the bus driver, chaperones and students is paramount. Discretion should be used by all to find a proper balance between students enjoying the trip, and it becoming a distraction and disturbance.

5. Prior to the beginning of each school year, students will be required to sign this form indicating their willingness to abide by bus rules and guidelines on all trips. Chaperones need to sign this form prior to each trip unless the trip is part of a season associated with UHSAA; in which case, it can be signed once at the beginning of the season for trips associated with the activity.

\_\_\_\_\_ Chaperone Signature      Date

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

\_\_\_\_\_ Date



**KANE SCHOOL DISTRICT  
EDUCATIONAL FIELD TRIP PERMISSION SLIP**

Dear Parent or Guardian:

An educational field trip has been scheduled for your child's class. School board policy requires each child to have advance written permission to go on a field trip. *Students who do not have prior written permission will not be able to participate in the field trip.*

Please complete the lower section of this form and return it to the school immediately.

Thank you.

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Date of field trip: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

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

Your child will need: \_\_\_\_\_

In order to participate, there may be risks of participation which may include:

\_\_\_\_\_

Mode of transportation: Bus \_\_\_\_\_ Walking \_\_\_\_\_

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**Sign, detach and return this portion to school**

I have read the information above and give my permission for \_\_\_\_\_  
(student's name)

From \_\_\_\_\_ to attend the field trip to \_\_\_\_\_  
(school)

On \_\_\_\_\_ at \_\_\_\_\_. I understand that my child will be traveling  
(date) (approximate time)

By bus \_\_\_\_\_ walking \_\_\_\_\_ (please check the appropriate one).

Teacher: \_\_\_\_\_ Department/Grade: \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_  
Parent/guardian