

## FIELD TRIP DOCUMENTS

FIELD TRIP CHARACTERISTIC	REQUIRED DOCUMENT
Main Destination is not on <a href="#">Field Trip Approved Site List</a>	<ul style="list-style-type: none"> <li>• Brochures/Literature regarding the destination</li> </ul>
Multiple Stops	<ul style="list-style-type: none"> <li>• Itinerary – detailed schedule</li> </ul>
Overnight	<ul style="list-style-type: none"> <li>• Itinerary – detailed schedule</li> <li>• Hotel Information</li> <li>• Student and Chaperone rooming assignments</li> </ul>
Out-of-State/Country	<ul style="list-style-type: none"> <li>• Out-of-State Waivers for all adults</li> <li>• Hotel Information</li> <li>• Student and Chaperone rooming assignments</li> <li>• Itinerary – detailed schedule</li> </ul>
Athletic Trip	<ul style="list-style-type: none"> <li>• Invitation Letter and Conference Form</li> </ul>

SPECIAL ACTIVITIES	
Water Activities (e.g., swimming)	<ul style="list-style-type: none"> <li>• Accredited Lifeguard Certificate</li> </ul>
Boating	<ul style="list-style-type: none"> <li>• US Coast Guard Inspection Decal or Certificate</li> </ul>
Hiking, Camping, Backpacking	<ul style="list-style-type: none"> <li>• Accredited First Aid Certificate</li> <li>• Copy of Letter to Parents</li> <li>• Map of the hiking and/or camping area(s)</li> </ul>
Camping	<ul style="list-style-type: none"> <li>• LA County Camp Permit</li> </ul>

FUNDING	
Cost Center other than the school is funding the trip	<ul style="list-style-type: none"> <li>• Documentation confirming funding by cost center other than the school taking the trip</li> </ul>
Reimbursable	<ul style="list-style-type: none"> <li>• Authorization Letter/Email signed by the sponsor</li> </ul>
Title I	<ul style="list-style-type: none"> <li>• School Plan for Student Achievement (SPSA) page addressing field trip</li> </ul>

OTHER	
Letter of Self-Insurance Requested by Field Trip Destination	<ul style="list-style-type: none"> <li>• <a href="#">Request for Proof of Self Insurance Letter</a></li> </ul>

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<b>METHOD OF TRANSPORTATION</b>	
Charter Bus not on <a href="#">Approved Charter Bus Companies List</a>	<ul style="list-style-type: none"> <li>• Certificate of Insurance naming the District as certificate holder and additional insured to read: Los Angeles Unified School District and the Board of Education of the City of Los Angeles 333 S. Beaudry Ave, 28th Fl, Los Angeles, CA 90017</li> </ul>
Public Bus	<ul style="list-style-type: none"> <li>• Line Number</li> <li>• Map of bus route</li> </ul>
Auto – Carpool <i>Includes students transported in a private auto by Parent/Volunteer or an LAUSD Employee.</i>  <i>See <a href="#">Bulletin 5310.0</a> for guidance.</i>	<ul style="list-style-type: none"> <li>• Transportation Waiver Form – for each Student</li> <li>• Private Automobile Certification of Liability Insurance – for each Driver</li> <li>• Copy of Driver’s License – for each Driver</li> <li>• Copy of Insurance Card – for each Driver</li> </ul>
Auto – Parent/Guardian Transporting their Own Student	<ul style="list-style-type: none"> <li>• <a href="#">Care, Custody, and Control Letter</a></li> </ul>
Van manufactured to Accommodate less than 15 passengers	<ul style="list-style-type: none"> <li>• Transportation Waiver Form – for each Student</li> <li>• Rental Agreement</li> <li>• Private Automobile Certification of Liability Insurance – for each Driver</li> <li>• Copy of Driver's License (for each driver)</li> <li>• Copy of Insurance Card (for each driver)</li> </ul>
Van manufactured to accommodate 15 passengers	<ul style="list-style-type: none"> <li>• Documentation that reflects the van is a 12-passenger and not a 15-passenger van with the last row of seats removed.</li> <li>• Rental Agreement</li> <li>• Private Automobile Certification of Liability Insurance – for each Driver</li> <li>• Copy of Insurance Card (for each driver)</li> <li>• Copy of Driver's License reflecting passenger transport vehicle (PV) endorsement</li> </ul>
Plane	<ul style="list-style-type: none"> <li>• Preliminary or booked airline and flight information</li> </ul>
Walking	<ul style="list-style-type: none"> <li>• Map of the walking route to and from the destination</li> </ul>

Required documents should be uploaded to the field trip platform - [ifieldtrip.lausd.net](http://ifieldtrip.lausd.net)