

SCHOOL BOARD OF BROWARD COUNTY, FL
INTERNAL FUNDS ACCOUNTING

STANDARD PRACTICE BULLETIN

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**FIELD TRIPS INFORMATION, REQUIRED PAPERWORK
TEACHER INFORMATION PACKET**

TOPICS IN BULLETIN:

- I. GENERAL INFORMATION
- II. REQUIRED FIELD TRIP FORMS
- III. FIELD TRIP FORMS DESCRIPTION AND USAGE
- IV. FIELD TRIPS INVOLVING MULTIPLE SCHOOLS
- V. TRAVEL AGENCIES
- VI. FIELD TRIP DEPOSITS
- VII. BUSES
- VIII. COSTS

EXHIBITS REFERENCED:

- 1. Area Field Trip Authorization Form
- 2. Temporary Duty Authorizations (TDAs)
- 3. School Board Bus Request Form
- 4. Outside Vendor Bus Quote Form
- 5a. Adult Volunteer Driver Authorization Form
- 5b. Student Vehicle Authorization Form
- 6. Field Trip Authorization Form (Parent Permission Form)
- 7. Chaperone List - Risk Management
- 8. School Bus Verification Form
- 9. Field Trip Information Checklist

I. GENERAL INFORMATION

It is strongly recommended each school develop Field Trip Packets of information to be distributed to staff when planning field trips. The field trip information packet should contain all forms and information needed by a teacher or team leader to schedule, obtain approval, make arrangements, collect money, take the trip and turn in the proper paperwork. In addition, the packet should include the specific school's requirements with regards to:

- ☐ Time required to schedule a field trip
- ☐ Who calculates the cost of the trip
- ☐ Who arranges for transportation
- ☐ Provisions made for students not paying/going
- ☐ Deadline for accepting field trip payments

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II. REQUIRED FIELD TRIP FORMS

This bulletin contains the forms and information **REQUIRED** to be retained for audit. Each school is encouraged to incorporate their specific needs and requirements in addition to the following required forms:

- A.** Area Field Trip Authorization Forms
 - 1. Tri-County
 - 2. Out of county/overnight
- B.** Temporary Duty Authorizations (TDAs)
- C.** Transportation Arrangements
 - 1. School Board Bus Request
 - 2. Outside Vendor Bus Quote Sheet
 - 3. Private Car
 - a. Adult Volunteer Driver Authorization Form, Copy of Driver's Insurance Card and Copy of Driver's License
 - b. Student Vehicle Authorization Form, Copy of Driver's Insurance Card and Copy of Driver's License
- D.** Field Trip Authorization Forms (Parent Permission Slip)
- E.** List of Names of Students/Chaperones
- F.** School Bus Verification Form (if needed)

The forms listed above are audit requirements. It is further recommended ALL field trip forms be retained for auditing in a manila envelope or in a file folder with a **FIELD TRIP INFORMATION CHECKLIST** (EXHIBIT 9) stapled on the front of the envelope or as the first page in the file folder.

III. FIELD TRIP FORMS DESCRIPTION AND USAGE

A. AREA FIELD TRIP AUTHORIZATION FORM (EXHIBIT 1)

The Area Authorization for Field Trip Form is used for all **FIELD TRIPS**. Trips **WITHIN THE TRI-COUNTY AREA** require the **School Principal's Signature** only.

The **Area Superintendent** approves **out of the county, water-related or overnight trips** after approved by the principal.

The **Superintendent's** approval is required for trips **out of the country AFTER** the Area Superintendent has approved the out of country trip request. Check with your Area Office as to the proper process for obtaining the Superintendent's approval.

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III. FIELD TRIP FORMS DESCRIPTION AND USAGE (Continued)

**B. TEMPORARY DUTY AUTHORIZATIONS (TDAs)
(EXHIBIT 2)**

The Temporary Duty Authorization (TDA) is utilized when teachers or other staff members will be accompanying students on a field trip during the school day or weekend. This form authorizes the employee to be away from their work location but in the capacity of representing the school. TDAs for teachers and staff members are authorized by the School Principal; **HOWEVER**, if the School Principal will be accompanying the group on the field trip then the Principal's TDA **MUST** be authorized by the Area Superintendent or designee.

C. TRANSPORTATION FORMS (EXHIBITS 3, 4, 5a and 5b)

1. SCHOOL BOARD BUS REQUEST
2. OUTSIDE VENDOR BUS QUOTE SHEET
3. PRIVATE CAR AUTHORIZATION FORMS

D. FIELD TRIP AUTHORIZATION FORM (EXHIBIT 6)

The Field Trip Authorization Forms (Parent Permission Form) are generic throughout the county. Forms can be obtained through Printing Services. Risk Management has indicated schools may develop their own authorization form **IF** the school retains the basic information requested on the District's Form 4329.

There is to be an original, signed Field Trip Authorization form at the school for each child participating in the trip. This form **MUST** be retained for audit. Copies are to be taken on the trip.

**E. LIST OF NAMES OF STUDENTS/CHAPERONES
(EXHIBIT 7)**

This list should contain the names of persons (students/chaperones) participating in the field trip, where the field trip is going, date, time(s). This list is to be presented to the School Board of Broward County bus drivers before the bus (es) leave the school yard.

In addition, **THIS LIST IS TO BE FORWARDED TO RISK MANAGEMENT, SEVEN (7) WORKING DAYS IN ADVANCE OF TRIPS WHICH ARE OVERNIGHT, WATER-RELATED, OUT OF TRI-COUNTY OR OUT OF COUNTRY.**

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III. FIELD TRIP FORMS DESCRIPTION AND USAGE (Continued)

F. SCHOOL BUS VERIFICATION FORM (EXHIBIT 8)

IF a school makes arrangements to use an outside bus vendor's yellow school buses, the District requires the completion of the **YELLOW BUS VERIFICATION FORM**. Outside bus vendors offering yellow buses for

hire **MUST** pass an inspection program provided by the Board's Transportation Department. Each school location is provided with a list of approved outside bus companies' yellow buses. This form insures the school is checking the bus numbers and putting children on approved, inspected buses.

G. FIELD TRIP INFORMATION CHECKLIST (EXHIBIT 9)

It is strongly recommended each school develop their own Field Trip Checklist. The checklist will insure **ALL** paperwork required for a field trip has been completed and is available for audit. In addition, it aids teachers in knowing what paperwork **MUST** be completed. It is further recommended the checklist be stapled to a letter size manila envelope and the applicable paperwork be filed in the envelope or placed as the first page in a field trip folder. The field trip documents should be secured for safekeeping.

IV. FIELD TRIPS INVOLVING MULTIPLE SCHOOLS

From time to time, it may be necessary for schools to combine their resources and students in order to sponsor a field trip to such destinations as Washington, DC; New York City, etc. When this situation occurs, the following procedures are to be adhered to:

- A.** The Host School making the arrangements **MUST** provide the other schools involved with copies of all the trip information (quotations for transportation, reservations, etc.).
- B.** Approved individual school Area Field Trip Authorizations should be maintained in the participating individual schools, along with Field Trip Authorization Forms (Parent Permission Slips); TDAs (if applicable) and all other required forms.
- C.** Collections from the children participating in the field trip are to be made at their Home school.

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IV. FIELD TRIPS INVOLVING MULTIPLE SCHOOLS (Continued)

- D.** The Host School Bookkeeper will bill each participating school for their share of the expenses.
- E.** After all student collections have been made, the bookkeeper at each individual school will write a check for their share of the expenses to the Host school for the total of their collections.
- F.** The Host school issues the checks to pay for the trip.
- G.** The Host school will provide copies of all invoices to each participating school for their records.

V. TRAVEL AGENCIES

It is understood the use of a travel agency for certain trips (overnight, out of county) is helpful. **IF** a packaged trip is planned by a school, a bid vendor from the District's approved list of travel agencies must be used.

IF the arrangements made with a travel agency use buses as the transportation mode, and the bus transportation originates in the county, the bus company used **MUST** be one of the District's approved Outside Bus Vendors from the approved Outside Bus Vendors list.

VI. FIELD TRIP DEPOSITS

According to Florida Law, schools should not be paying for services in advance of receiving the services; however, if the quotation or contract indicates a deposit or deposits are required, then the school must abide by the quote or contract stipulations. Billing can be on an as needed basis to cover purchases being made by travel agencies (i.e. billing to cover the cost of purchasing tickets if school obtains confirmation number, same procedure with hotels).

VII. BUSES

Use of buses from the District approved Outside Vendor Bus list provided by the Transportation Department **DOES NOT** require a school to contact three companies for quotes or bids each time a trip is scheduled; **HOWEVER**, the school must retain the applicable quote form and school activity purchase order

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VII. BUSES (Continued)

copy. **THE BUS COSTS ARE NEVER TO BE PAID IN ADVANCE OF THE TRIP (with the exception of Grad Night).** The **RFP** states the school will be invoiced seven days **AFTER** the trip. If a bus company indicates the payment must be received before the trip, the school **MUST** contact the Purchasing Department and relay the payment request.

VIII. COSTS

Field trip costs may include entrance fees, transportation, food, lodging and any other expenses required for the trip. Costs for teachers/chaperones accompanying the students may be included in the total cost of the trip paid by the students, not to exceed per diem rates. Field trip costs will be divided among all students participating.