

Received
OCT 09 2019
Superintendent's Office
Redwood City
School District

FIELD TRIP REQUEST FORM

To be completed by the coordinator/teacher:

Regular Field Trip Chaperone Ratio (10:1) ☐
(7:1) ☐

Water Overnight Chaperone Ratio

AÑO NUEVO

School: Orion

Field Trip Activity: Docent guided tour

Date(s) of Field Trip: 17 JANUARY 2020

Location: AÑO NUEVO

Educational Purpose: SCIENCE STANDARDS & COMMUNITY BUILDING

Number of Students: 74

Student/Adult Ratio: 7:1

*Nursing needed for one or more students (Diastat, Insulin, Feeding Tube or other condition etc): NO

*Special Services needed for one or more students (Deaf/Hard of Hearing/Visually Impaired, Wheelchair etc):

Megan's Law website checked for all chaperones: YES Method of Transportation: BUS

If transportation is to be provided by private vehicles, the following information has been checked and obtained:

Driver Form signed by each private car driver certifying the following:

- Driver is over 25 years of age and possesses a valid California driver's license.
- Vehicle to be used is insured for at least the minimum required by the state of California.
- Vehicle has the proper number of safety belts as required by state law.
- The vehicle's rear view mirrors, brake lights, directional signals, tires, windshield wipers are in good operating condition and there is no vision impairment in the vehicle.
- Booster Seat for children who are under 8 and 80 pounds, per California law
- Vehicle has a first aid kit.

To be completed by Site Administration or Management:

____ Volunteers have been fingerprinted through H.R. at least two weeks prior

____ *Contact Director of Health and Wellness and/or Director of Special Education at least 4 weeks prior to a field trip to coordinate services. Please make a copy of this form and give it to your School Nurse or the Special Ed Department to assist with services.

Principal's Signature:

Hathem Rivera

Date:

9-11-19