CHIMACUM SCHOOL DISTRICT
FIELD TRIP OR OFF CAMPUS EVENT
Procedures

Staff member completes 2320F-1 or 2320F-2 or Requesting to take students off campus, out of state or on an overnight trip:

Is request for overnight or out of state trip

Field Trip – Off Campus
Submit form 2320F-1 at least two weeks prior.

Administrator reviews request.
NOTE: It is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability are minimized.

Transportation
Will private vehicle be used to transport students?

SBP 2320F-3 – Driver must:

- Possess a current, valid WA State Driver’s License
- Submit a driver’s abstract if requested by principal/supervisor
- Complete a district driving training course
- Fill out and sign pre-approval form for use of vehicle
- Contact Administrator or Supervisor for pre-trip approval signature
- Utilize a vehicle which is in compliance with all applicable State laws and regulations and is mechanically sound and reliable
- Show proof of personal auto liability insurance with adequate limits
- Possess or have on file in the administrator or supervisor’s office a signed parent/guardian authorization form