

**Wayne Township Public Schools  
Wayne, New Jersey**

**Standard Operating Procedure:  
Field Trips**

Subject: Field Trips	Effective Date: July 1, 2013	Page 1 of 3
	Approved: Dr. Raymond Gonzalez	

- I. **Purpose:** To outline the procedures to schedule field trips with the District transportation department or using a staff member's personal vehicle
- II. **Authority:** Business Administrator
- III. **Terms and Conditions:** This process applies to scheduling of transportation for student field trips
- IV. **Reporting Procedures:** Business Office
- V. **Approval Process:** Principals, Directors, Business Administrator, Executive Manager of Transportation
- VI. **Consequences:** Failure to follow the SOP will result in the denial of student transportation
- VII. **Dissemination:** All staff

A field trip is not limited to only those events where students are transported via bus. Some field trips may transport students in a personal vehicle. In all cases, a field trip request form **MUST** be submitted and **APPROVED PRIOR** to the trip.

In addition, new State Accountability Regulations **REQUIRE** that **ALL** field trips be approved by the Board of Education **BEFORE** the trip occurs. If Board approval is not received **PRIOR** to the trip, the trip **CANNOT** take place. On an annual basis, before September of each year, the Board of Education will approve a listing of all field trip destinations, based upon the destinations from the prior year.

However, for new field trip destinations that have not already been approved, the field trip request **MUST** be received by the Superintendent's Office at least four (4) weeks in advance of the scheduled trip in order to get Board of Education approval before the trip occurs. Once

approved by the Superintendent, a copy of the approved Field trip form will be forwarded to the Secretary of Elementary or Secondary Education for placement on the next agenda.

Requests for field trips should be made according to the following procedure:

1. **Request for Field Trip form** should be completed and **MUST** be signed by the Building Principal or Administrator for consideration. Field trip forms are located in your school office.
2. The Request for Field Trip form, once approved by the Building Principal, should be forwarded to either the Director of Elementary Education or the Director of Secondary Education for approval. After the appropriate Director has approved the field trip request, it will be forwarded to the Office of the Superintendent for approval.
3. If a fee is required for participation, registration or in some cases, special transportation or accommodations,
  - a. The appropriate purchase requisition(s) must be prepared and submitted with the Request for Field Trip form. Please be careful when choosing the vendor to use the correct address.
  - b. If the registration and/or transportation fees are to be paid (reimbursed to the District) by the students, the Business Office must be provided with a copy of the flyer sent home to parents. **IMPORTANT:** The deadline for receipt of the funds must be a minimum of 4 weeks prior to the trip to ensure that all checks clear the bank. Parents should be directed to make checks payable to: **Wayne Township Public Schools.**

Note: All checks/cash received **MUST** be turned over for deposit **within 48 hours** of receipt, no exceptions. No staff member shall keep cash and/or checks received in their possession.

4. If school bus transportation is required, the Transportation Department will make the arrangements either through the use of a district vehicle or an outside contractor. The Transportation Department shall be responsible to notify the Building Principal and the Business Office of the anticipated cost of the transportation. The school should prepare a Purchase Requisition to the vendor for the fee. (*Please use vendor code 2811 for district transportation*).
5. It is the responsibility of the staff member and the Building Principal to ensure that all purchase requisitions are entered for the trip – for the registration fee, transportation, etc. *Should a vendor require a check on the day of the trip* for the registration fee, it is the responsibility of the staff member to contact the Business Office **two weeks prior to the trip** to arrange for the pickup of the claim voucher and check. It is not the responsibility of the Business Office to follow up with the staff member.

6. If a staff member will be using his/her own vehicle to transport students, the staff member responsible for driving shall submit a copy of his/her current driver's license, insurance card and vehicle registration for the vehicle to be used. Prior to the trip, the Building Principal shall ensure that a Professional Leave Request Form is completed and the procedure for Reimbursement to Staff will be followed.

Please note that if a personal vehicle is used and an accident does occur, the liability falls to the vehicle insurance first and the school insurance as secondary.

**Please note:**            **Any changes to the field trip (i.e. change in time, number of students, etc.) MUST be communicated to the appropriate Education Director, Superintendent Office, Transportation Office and Business Office so that arrangements can be revised if necessary and Board of Education approval can be received.**