
Procedure Section:	Transportation
Procedure Title:	Field Trip
Procedure Number:	RCJTC AP.01.19
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Transportation required to support school field trips may be provided and the school shall be responsible for the arranging of and cost of field trip transportation. The RCJTC has a current approved operator list available on its website for schools to contact in order to get quotes.

The teacher or adult assigned to the field trip shall be completely responsible for the control and discipline of the pupils while on the vehicle and must report any breach of discipline to the principal.

The teacher or adult assigned to the field trip shall have a complete manifest of all participants on the vehicle. The teacher and/or adult assigned to the field trip shall render a copy of the manifest to the driver.

The driver of the field trip shall keep the manifest on their person and/or in an accessible area in the event of an emergency. In the event of an emergency, the driver shall surrender the list to emergency responders **only**.

Related RCJTC Policy

P.01 Transportation Policy

Related RCJTC Administrative Procedures

AP.01.23 Equipment on Vehicles Procedure

AP.01.25 Electronic Devices Procedure

Related RCJTC Forms