



North Coast Schools' Insurance Group

901 Myrtle Avenue • Eureka, California 95501-1294 • 707/445-7126 • FAX 707/445-7084
SERVING DEL NORTE COUNTY AND HUMBOLDT COUNTY SCHOOLS

Time for Field Trip Fun!

Field Trip!

Spring is right around the corner, which means that it is field trip season! Please review these helpful reminders to ensure a fun and safe outing for all. Always remember to check with your District on their own specific policies.

PERMISSION FORMS:

- A permission slip (JPA-1 form) must be on file for each student prior to the trip.
- Ensure staff has a copy of each permission slip while on the excursion.

WATER ACTIVITIES:

- If the field trip involves entering the water, a certified lifeguard must be present and on duty!
- If the activity is in open water (for example swimming, surfing, kayaking and paddle boarding) a lifeguard certified with a Waterfront certificate must be present and on duty.
- Surfing shall be limited to Moonstone Beach and South Beach (Crescent City, parallel to Hwy. 101).

CHARTER BUSES:

- Charter bus companies must be pre-approved by the North Coast Schools' Insurance Group. Check with your district or NSCIG for the current pre-approved list of vendors.

PRIVATE VEHICLES:

- Due to budget constraints, more schools are relying on private vehicles for field trip transportation. Keep in mind the additional liability that the district is accepting by utilizing this form of transportation. Well-meaning volunteers do not have the expertise of a school bus driver, and their vehicle is not as safe as a school bus. Check your district's policies and procedure for private vehicle use, including any policies regarding pre-trip vehicle inspections. The driver's automobile insurance and license must be verified prior to the trip. Non-district personnel transporting students should be fingerprinted before they are alone with the students.

Prior to planning a field trip, refer to the below NCSIG policies and familiarize yourself with the high hazard section of the NCSIG Memorandum of Coverage.

- 4080 Swimming Pool and Open Water Use
- 4085 Field Trips
- 4086 Walking Field Trips
- 4115 Students in Private Vehicles
- 4120 Transportation of Students—School Buses
- 4121 Transportation of Students—Vans
- 4125 School-Chartered Buses

