

Section	Administrative Procedure Number
Transportation Procedures	RCJTC AP.01.19
Administrative Procedure Title	
Education Field Trips Procedure	
Date	Revised
December 20, 2013	

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

...Providing safe, efficient, effective transportation to our students