

**KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**  
**Series: C48A - Field Trips and Excursions**

- 48.1 Policy.** School excursions and field trips are permitted for the purpose of pursuing educational activities that are not available in the traditional school setting.
- 48.2 Election to Conduct Excursion.** Principals, with the advice of staff and parents, shall determine the nature and timing of school excursions.
- 48.3 Eligibility Guidelines.** Grades may not be relied upon as the sole criteria for determining eligibility. If there is a particular safety concern with a student for the trip planned, that student's eligibility will be determined at the time of the trip in light of that safety concern.
- 48.4 Training Designated School Personnel in Basic and/or Specialized Healthcare.** A certified school nurse must either be in attendance of any school field trips or ensure that there is/are designated school personnel who are trained to provide basic and/or specialized health care for students on field trips. The requirements for anyone attending a field trip as designated school personnel, other than a school nurse, are as follows:
- (a) Handling and disposal of body fluids (School nurse review of WVDE guidelines and competency training);
  - (b) Basic first aid (School nurse review of Safe Schools Training with certificate on file);
  - (c) CPR (requires a valid certificate from an approved training program);
  - (d) Medication Administration (School nurse review of WVDE guidelines and competency training);
  - (e) Confidentiality, with a signed confidentiality form attached as appendix to this policy.
- If there is a particular student need that cannot be delegated to designated school personnel, the school nurse must be in attendance on the field trip.
- 48.5 Out-of-County/Overnight Excursions.** The following requirements must be observed in connection with out-of-county, including out of state, overnight school excursions:
- All pertinent Kanawha County Board policies and regulations, including the Student Behavior Policy, must be observed by students, participating staff and chaperons;
  - All participating students and chaperons must have appropriate health and accident insurance;
  - Safety shall receive prominent consideration in planning all excursion activities. No swimming activities shall be permitted outside the supervision of a certified lifeguard;
  - No more than three instructional days may be used for an out-of-state/overnight excursion;
  - It is recommended that one chaperon shall be required on the trip for each fifteen students. At least two chaperons must be school staff members; and,
  - Arrangements must be made for proper diet and any special needs of participating students.
- 48.6 Approval—Out-of-County Excursions.** All requests for out-of-county, including, out of state, school excursions must be submitted to the Assistant Superintendent of the grade level requesting approval at least 30 days in advance of the scheduled departure date. If all requirements under this policy have been met, the request.

**48.7 Out-of-County/Day Excursions.** The following requirements must be observed in connection with out-of-County/day excursions, including out of state excursions:

- Students of any grade level are eligible to participate;
- The instructional activity conducted on such excursions must be directly related to the appropriate grade level curriculum of the participating students;
- The requirements of Section 48.4 and Section 48.5 must be observed with the exception of the requirement of having a licensed health-care professional to accompany student, provided that there is no student with a emergency health care plan on the trip and the certified school nurse delegates and trains designated school personnel to administer medications and perform health care procedures prior to the trip; and,
- One chaperon shall be required for each fifteen students. At least one chaperon must be a school staff member.

**48.8 Transportation/Out-of-County Excursions.** All requests for out-of-county excursion transportation shall be made to the Department of Transportation at least two weeks in advance of the scheduled departure.

**48.9 Approval/In-County Excursions.** All in-county school excursions must receive advance approval from the principal.

**48.10 Parental Permission Required.** Prior permission from a parent, custodial guardian or other responsible adult must be obtained for participation in excursions. Permission forms shall include the following information:

- Description of excursion;
- Date and time frame of excursion;
- Mode of transportation, e.g., walking, school bus, private vehicle driver by parent volunteers;

**48.11 Parent Volunteer Driver Form.** Any parent, custodial guardian or other responsible adult must complete the form attached hereto as "Appendix A" prior to transporting students on excursion.

**48.12 Disabled Students.** Disabled students may not be excluded from any excursion based upon such student's disability.

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**FIELD TRIP  
(Driver Information Sheet)**

**Appendix A**

**Driver**

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Social Security # \_\_\_\_\_

Driver's License # \_\_\_\_\_

Expiration Date \_\_\_\_\_

**Vehicle That Will Be Used**

Name of Owner \_\_\_\_\_

Model of Vehicle \_\_\_\_\_

Address of Owner \_\_\_\_\_

Make of Vehicle \_\_\_\_\_

Year of Vehicle \_\_\_\_\_

License Plate # \_\_\_\_\_

Expiration Date \_\_\_\_\_

*If more than one vehicle is being used, the above information must be provided for each vehicle.*

**Insurance Information**

*When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.*

Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_

Expiration Date \_\_\_\_\_

**48.13 The minimum acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000.**

My policy limits meet the minimum requirements? \_\_\_\_\_ Yes \_\_\_\_\_ No

**I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be at least 21 years of age, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on an vehicle used to transport students.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**