

INSTRUCTIONAL RESOURCES
FIELD TRIPS

EFD
(EXHIBIT)

The following exhibits are used by the District:

Exhibit A: Approval Request Student Field Trips — 1 page

Exhibit B: Private Transportation Permit — 1 page

INSTRUCTIONAL RESOURCES
FIELD TRIPS

EFD
(EXHIBIT)

EXHIBIT A

APPROVAL REQUEST FOR OUT-OF-CITY, OUT-OF-STATE, AND
OUT-OF-COUNTRY K-12 STUDENT FIELD TRIPS

Approval should be submitted in duplicate to the Associate Superintendent at least ten days prior to the date of the anticipated trip. No leave request for employees should be submitted or specific planning made until the trip is approved.

Nature of trip (name of group[s] going, purpose, and justification) _____

Destination (indicate the place and please be specific) _____

Date of Trip _____ Mode of Travel _____

Departure Time _____ Anticipated Return Time _____

Number of Students Involved _____ Number of Substitutes Required _____

Estimated Cost (include personal expense to be paid by student) \$ _____

Trip Financed By (describe) _____

Names of Personnel Accompanying Students (include school staff and other persons)

Principal _____ School _____

Associate Superintendent _____ Date _____

Chief Officer for Teaching and Learning _____ Date _____

APPROVAL FOR OUT-OF-COUNTRY TRIPS ONLY

Chief Officer for Teaching and Learning _____ Date _____

Superintendent _____ Date _____

EXHIBIT B

AUSTIN INDEPENDENT SCHOOL DISTRICT

PRIVATE TRANSPORTATION PERMIT

We (I) are the parents (legal guardians) of _____, a child enrolled in the Austin Independent School District.

We (I) hereby grant permission for the student named above to travel from _____ to _____ on date(s) _____.

We (I) hereby grant permission for the student named above to travel by a vehicle driven or operated by

_____ an employee of the Austin Independent School District acting within the scope of his or her duties, or

_____ gratuitously by an individual, or
(name of volunteer and telephone number)

_____ an independent contractor.
(name of chartered bus company)

We (I) accept responsibility to determine that the transportation provided is safe and reasonable for the purposes intended. We (I) agree that the Austin Independent School District, its officers, Trustees, and employees are not negligent in their choice of the transportation and that we (I) have freely chosen the transportation provided herein. We (I) understand that we (I) have the option to provide our (my) own transportation method.

We (I) hereby waive, release, and discharge the Austin Independent School District, its Trustees, officers, and employees from any claim, demand, or cause of action arising out of the transportation herein provided and agree to indemnify and save harmless the Austin Independent School District and its employees from all claims for loss, damage, or injury sustained by us (me) or by our (my) child whether the same be caused by the negligence of the Austin Independent School District or its officers, agents, employees, or otherwise.

Parent _____ Date _____

Student _____ Date _____
(if 18 years of age or over)

(To be used for field trips, extracurricular activities and other events during which students travel in privately owned vehicles driven or operated by Austin Independent School District employees, other individuals, or independent contractors.)