

CHECKLIST FOR TRIPS

The following items should be confirmed prior to the start of any field or other District-sponsored trip.

- \_\_\_\_\_ 1. Approved Field Trip Request (Form 2340 F1)
- \_\_\_\_\_ 2. Properly certified driver
- \_\_\_\_\_ 3. Parental Consent (Form 2340 F2)
- \_\_\_\_\_ 4. Medical Emergency Release Forms (Form 5341 F1)  
One for each student - in the possession of person in charge of groups
- \_\_\_\_\_ 5. List of students to whom medication will be administered and the approximate time that the medications are to be administered
- \_\_\_\_\_ 6. All of the required medications for those students on the list in #5 above
- \_\_\_\_\_ 7. Safe vehicle in good running order
- \_\_\_\_\_ 8. First aid supplies
- \_\_\_\_\_ 9. Equipment and supplies
- \_\_\_\_\_ 10. Food and water (if applicable)
- \_\_\_\_\_ 11. Visiting agreements and permits (if applicable)