



FIELD TRIPS, SPORTING TRIPS, AND SCHOOL ACTIVITIES GUIDE



PINELLAS COUNTY PUBLIC SCHOOLS

Risk Management & Insurance Department

301 4th St. SW
Largo, Florida 33770
Office: 727-588-6195
Fax: 727-588-6182

Insurance & Loss
Prevention Coordinator
727-588-6078

Insurance & Loss Prevention
Benefit Assistant
727-588-6406

PCS Form Numbers	4
General Overview.....	5
High School Athletic Provisions.....	6
Band, Orchestra and Vocal Groups	7
School Clubs and Activity Field Trips	7
Frequently Asked Questions.....	8
Approving Field Trips	11
Approval Requirements.....	12
Chaperone, Volunteer, and Supervision Overview.....	14
Volunteer Levels	15
Procedure to Become a Volunteer	15
Chaperone/Volunteer Do's and Don'ts.....	15
Transportation	17
Transportation Overview	18
PCSB School Bus	18
Private Vehicle Use.....	20
Prohibited Private Vehicles	21
Commercial Carrier	22
Rental Vehicle Use.....	23
Out of County/State and Overnight Field Trips	25
Out of County/State and Overnight Field Trips Overview.....	26
Tours and Instructional Travel Study Programs	26
Multi-day, Out-of-State Athletic Team/Cheerleading Squad Travel.....	27
Approved Travel Agents.....	28
On-Site Field Trips, Carnivals and Other Activities.....	29
On-Site Field Trips, Carnivals and Other Activities Overview	30
Safety Considerations for Campus Activities	30
Food Guidance.....	31
On-Site Vendors (Including Food Trucks).....	32
Certificate of Insurance/Liability Coverage	32
Compressed Gas Cylinders (i.e. helium).....	33
Inflatable Slides, Moonwalks, and Bounce Houses.....	34
Dunk Tanks.....	36
Interactive Game Safety Guidelines.....	36
Mechanical Rides.....	36
Rock Climbing Walls	37
Animals on Board Property – Petting Zoos	37
Fundraisers	39
Registered Fundraiser Approved List.....	40
New Fundraisers and Approval Process	40
Outside Organization Fundraisers (PTA, Booster Clubs, Etc.).....	40
Fundraiser Guidance.....	41

Appendix	42
Letter of Agreement for Motor Coach Services	43
Pre-Trip Checklist -- Completed by School/EventPersonnel	46
Pre-Departure Boating Checklist.....	47

PCS Form Numbers

The following are PCS forms you may need to plan field trips. They are hyperlinked for your convenience.

<u><i>Document Description</i></u>	<u><i>Form</i></u>
Approved Field Trip List (Created and maintained by Teaching & Learning 588-6121)	Field Trip List
Application for Field Trip Not on Approved List (Complete if necessary and send to your Area Office for approval)	1-294
Boat/Marine Activity Informed Consent	3-3023
Field Trip Information for Overnight Stay (Complete and send to your Area Office for approval)	1-2949
Field Trip/Activities Permission Form	3-2718 3-2718-S
Field Trip/Activities Vehicle Information Form	3-2719
Optional Multi-Day School Sponsored Field Trip Parental Permission for OTC Medication Administration to Student by Designee	2-3084
Pre-Departure Boating Checklist	Pg. 42
Commercial Carrier Letter of Agreement (A helpful document schools can use to coordinate a trip with Authorized Carriers)	Pg. 38
Pre-Trip Checklist for Field Trips (for school/event personnel to help plan field trips)	Pg. 41

General Overview

Field trips can be very educational, enjoyable, and memorable events for students with proper planning. The Area Superintendents' Offices and the Risk Management & Insurance department have worked jointly to provide this more comprehensive guide to planning field, sporting or other school-related trips and activities involving Pinellas County Schools' students.

As you plan field trips and out-of-school activities for Pinellas County Schools' students, please use this guidebook to help answer questions and plan the safest activity possible.

This guide, along with the **"Approved Field Trip List"** and the **"Approved Commercial CarriersList,"** will provide you with safety guidelines, information about transportation, car seats, insurance, references to all related PCS forms and more.

Please refer to current Board Policy [2340](#) governing field trips.

- In accordance with School Board Policy [2340](#) field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.
- A school-sponsored field trip is recognized as one that
 - 1) meets the criteria specified in School Board Policy [2340](#);
 - 2) is properly authorized by the school principal, other Pinellas County School Board (PCSB) administrator, and/or the School Board, as applicable; and
 - 3) generally, transpires during the course of the regular school year.
- Trips should be planned so that students are not absent from school. In the event this is not possible, absences shall be limited to the least number of school days possible.
- Students are responsible for making up any classwork missed during a field trip.
- All students participating in school-sponsored field trips shall be counted as present for attendance purposes.
- No student may be excluded from a field trip because of an inability to pay the cost of admission or other related expense.
- All monies collected in connection with a field trip must be processed by prescribed internal auditing procedures and Board policy.
- Personnel designated by the principal to assist students in the administration of prescribed medications when on field trips shall be trained by the school nurse.

- Only the sponsor, chaperones, support staff (i.e., interpreters for deaf and hard of hearing, paraprofessional assistant, and nurse) and students on the field trip roster may participate in a field trip. **No other persons may travel with the group or participate in the field trip.**
- Detailed itinerary for trips of more than one (1) day must include time leaving, all stops for meals, all activities, returning time, lodging addresses and phone numbers. The principal, area superintendent, each parent, and each student are to receive a copy of the itinerary.
- Trips must not vary from approved itinerary except in the event of an emergency. An alternate plan should be devised for use in a situation that would create a disruption of the normal itinerary/routine. A school administrator should be notified of any changes.
- Sponsor should make provisions for meals for students on field trips through the school's cafeteria manager.
- Personnel attending field trips must log out at the school and submit [Temporary Duty Elsewhere form](#) if payment of substitute teachers is involved.
- The district "Field Trip Permission" form signed by the parent or guardian must be on file before a student may participate in a field trip.
- The school shall verify insurance coverage for students when required by [Policy 2431](#) for athletic related field trips.

High School Athletic Provisions

- Admission fees for all athletic activities shall be as prescribed by the athletic conference in which the school holds memberships.
- At all interscholastic athletic events, faculty members of participating schools shall be provided free admission.
- All interscholastic practice activities shall be conducted after school. Practice sessions shall not interfere with or take the place of the regular class schedule of the athletes.
- Transportation will be provided for students as determined by the principal with approval of the director of athletics, pre K-12 physical education, health education and school wellness. If school officials arrange transportation, provisions stated above in this policy shall apply. If the school does not provide transportation, it shall be the responsibility of the student athletes to provide their own transportation.
- Athletic competitions are subject to regular field trip guidelines as outlined in this policy. The field trip forms referred to above are not required for FHSAA athletic competitions. In lieu of the "Field Trip Permission" form, the High School Activities Participation Form signed by the parent or guardian must be on file before a student

may participate in FHSAA athletic competitions.

Band, Orchestra and Vocal Groups

- Band, orchestra, and vocal trips are subject to regular field trip guidelines as outlined in this policy. The field trip forms referred to above are not required for FSMA evaluation festivals.

School Clubs and Activity Field Trips

District-Sponsored Clubs and Activities where field trips are conducted during instructional time must abide by the current Board Policy [2340](#) governing field trips. Non-district-Sponsored Clubs and Activities are authorized during noninstructional time in accordance with the provisions in Policy [5730](#) -- Equal Access For Non-district-Sponsored, Student Clubs and Activities.

Frequently Asked Questions

Who compiles the Approved Field Trip List?

Teaching and Learning Services Department ([here](#)). Please contact them with any questions you may have about this list.

Who should I call to coordinate a field trip not already on the Approved Field Trip list?

For field trips not on the **Approved Field Trip List**, you will need to fill out an *Application for Field Trip not on Approved List* (PCS form [1-294](#)) and submit to your Area Office.

Should I use a school bus, or can I use private vehicles?

The preferred method of transportation is always by school bus – their safety record is unsurpassed. However, since school buses are not always available, we maintain an Authorized Commercial Carrier List ([here](#)) which may be used to select a carrier to transport students.

Only as a last resort should private passenger vehicles be considered and, if they are to be used, please be sure to review the requirements governing their use in another section of this guide titled: **“Private Vehicle Use”**

Who do I contact for reserving a school bus for a field trip?

Contact the Transportation department or click [Here](#) for their website.

If we do use private passenger vehicles for our trip, must the vehicle and driver be Florida registered and licensed?

Yes, Both the vehicle and the driver must have a valid Florida registration and a valid Florida driver's license.

Do I need to copy the driver's license and insurance card of the operator of a private passenger vehicle being used on a trip?

Yes, this shows due diligence and ensures that the operators are properly licensed and insured.

Can I rent/use a 15-passenger vans?

Currently no, a 15-passenger van other than a school bus that is owned, operated, rented, contracted, or leased by a school district or charter school is not allowed per Florida Department of Education.

Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student's physical condition prohibits such use.

Are SUV's allowed to transport students on field trips?

Yes, as long as the wheelbase is greater than 110 inches. For assistance, please call Risk Management at 588-6078.

Are trucks allowed to transport students on field trips?

Yes, as long as they have not been modified (lift kit, oversized mud tires, etc.)

What is the Authorized Commercial Carrier List and why do I have to use it?

In the event a commercial carrier is the method of transportation you have selected, it is required that you use only those listed on the Authorized Commercial Carriers List. The carriers on this list have been selected through a formal bid process and meet our insurance and safety requirements. Their prices are fixed and may be found by clicking [here](#).

How does a company get on the Authorized Commercial Carrier List?

Risk Management and Purchasing issued a bid to develop the Commercial Carriers List. Only those carriers on this list may transport students. This list is in effect until further notice.

If you have any questions, please contact Risk Management 588-6078.

Do I need to check with any person or organization before I decide to take students on a field trip to a foreign country?

Yes, besides obtaining proper authorization from school officials, the United States State Department [Alerts and Warnings](#) website must be consulted. Any country on this list is not eligible for any Pinellas County Schools field trip or tour.

Are kayaking and snorkeling allowed on field trips?

For the safety of the students, no. Seining is allowed.

Is there an approved list for boats?

Yes. RM has developed an [Authorized Water Vessel Commercial Carrier List](#). Please click [here](#) for the list.

Is Student Accident Insurance required for field trips?

No. only for specific athletic field trips.

Can we use a Tour Company?

Yes. There is no [approved Tour Company List](#). You can use any tour company you choose. However, the bus company they book with must be on our [Authorized Commercial Carrier List](#).

Can PCS employees, Parents and Volunteers use their personal vehicles to transport students?

Yes, Parents and other responsible adults who provide student transportation for District sponsored field trips, events and activities in privately owned vehicles, at the request of a Principal or District administrator, have the same exposure to, and protections from risks of personal liability as do employees and registered volunteers when acting within the scope of their employment, or when performing their assigned volunteer duties.

Employees, volunteers, parents and other responsible adults who transport students in their own vehicle should be aware, that, in the event of a motor vehicle accident when transporting students, the vehicle owner's auto liability insurance policy will always be primary with regard to paying liability claims.

Can a parent attend an activity or drive their own child to a field trip?

Yes, the student must be checked out from the school. Exception is if the parent is an authorized chaperone or volunteer for the trip. The students' parents including siblings cannot join the field trip unless they are an authorized volunteer or chaperone for the field trip. The family has the right to be at the location of the activity, but they cannot participate with other students or interfere with PCS employees and chaperone supervision.

Approving Field Trips

*From The Teaching and Learning Services Office

Approval Requirements

- Day trips to sites listed on the School Board-approved field trip list must be approved by the principal at least two (2) weeks prior to the activity.
- Trips to sites not listed on the above-mentioned list, or any trip lasting more than one (1) day even if on the list, require that the “Application for Field Trip Not on the Approved List” form and a “Field Trip Information Sheet” with a detailed itinerary be approved by the principal and the area superintendent at least four (4) weeks before the trip. The approval for trips must be secured before the teacher makes plans with students or parents. Overnight trips should be scheduled on weekends or non-school days if possible.
- Trips of more than one (1) day must be approved by the subject supervisor before submission to the area superintendent.
- All necessary approvals must be secured before any trip-related fundraising occurs.
- Florida High School Activities Association (FHSAA) and Florida School Music Association (FSMA) events are governed by the rules and regulations of those organizations. For FHSAA athletic competitions and FSMA evaluation festivals, the field trip forms referred to above are not required.
- No recreational trips to beaches or other bodies of water are permitted.
- Amusement rides are not approved on a school day during school hours except as approved by the superintendent or designee.

CURRENT LIST OF DISTRICT-APPROVED FIELD TRIPS

- Please see current list at the following location [here](#).

CATEGORIES WITH SPECIAL CONDITIONS

- Fairs/Festivals: Students are prohibited from any “rides” or “riding attractions”
- Theme Parks: Students are prohibited from visiting water theme parks and GradBash at Universal
- Studios
- Water activities: Any activities or venues where swimming occurs are prohibited.
- Movie Theaters: Movies Theaters are generally not considered approved sites with the exception of
- IMAX films shown at IMAX theaters.

Chaperone, Volunteer, and Supervision Guidelines

Chaperone, Volunteer, and Supervision Overview

District employees of the school sponsoring the field trip as well as volunteers who have been cleared by the Office of Strategic Partnerships School Volunteer Program (application completed online, background check processed, and approval received) are permitted to serve as chaperones for field trips, if the person is 21 years of age or older.

All Chaperones/volunteers will undergo a background check. All field trips, including overnight field trips, and group tours require a level II background check. This is due to the potential of unsupervised contact with students participating in the field trip.

- All field trips must be conducted under the supervision of a certificated Board employee.
- A chaperone who is not a Board employee must be registered in the online Volunteer System as an approved volunteer before the field trip. As part of the volunteer registration process, a background check will be completed. The background check process requires a two (2) week prior notification. A student may not be a chaperone.
- Provisions must be made for the proper supervision of students by school employees. Volunteers are permitted to assist in such supervision as long as they have been cleared by the PCSB School Volunteer Program at Level I or Level II as appropriate for the trip. (See Chaperone/Volunteer information for details)
- All chaperones must be at least 21 years of age, even if the person is a district employee and cleared as school volunteers at the level appropriate for the trip.
- Additional personnel such as a Paraprofessional Assistant, Nurse, Interpreter for the Deaf and Hard of Hearing are not to be counted as chaperones; however, they are responsible for supervising the student to whom they are assigned and must be listed on the chaperone list.
- Chaperone ratio shall be one (1) for every ten (10) students unless the field trip is such that the principal or area superintendent require more chaperones. 1:5 Water Related Field Trip and 1:6 Out-of-Country Field Trip.
- The chaperone (staff member in charge) should have a copy of each student's Emergency Medical Authorization Form in his or her possession.
- If a student group has members of each sex, then chaperones of each sex must accompany the group.
- A list of all participating students and chaperones shall be on file with the principal.

Volunteer Levels

- **Pending:** registered but are not yet cleared (these individuals are not eligible to serve as a chaperone).
- **Level I:** cleared volunteer for on campus activities. ***Must sign in at front office and given appropriate badge.*** All Level I volunteers are to be supervised at all times. All Level I volunteers will be escorted to and from their volunteer destination and will be in eyesight of a PCSB Employee. Level I volunteers **CANNOT** chaperone a field trip to include an overnight trip involving hotel or similar accommodations
- **Level II:** cleared volunteer who can volunteer in any capacity, including “high security” positions **and** overnight trips involving hotel or similar accommodations (fingerprinting required)

Procedure to Become a Volunteer

Procedures delineated by the districts School Volunteer Program must be followed. For more information regarding volunteers, refer to School Volunteer Program Information link at <https://www.pcsb.org/Page/12334>

Chaperone/Volunteer Do's and Don'ts

- Chaperones/volunteers must always maintain a visual and auditory presence of anPCSB employee.
- Chaperones/volunteers must always be dressed appropriately.
- Chaperones/volunteers must wear an identifying badge whenever serving as avolunteer.
- Chaperones/volunteers must sign in and out every time they serve the school.
- Chaperones/volunteers are responsible for student safety above all else.
- Chaperones/volunteers must immediately report to someone in authority any safetyconcerns or emergency issues relating to students.
- Chaperones/volunteers must follow the [School Board Policy 3210 – Standards of Ethical Conduct](#) and [School Board Policy 3213 – Student Supervision and Welfare.](#)
- Chaperones/volunteers must not discipline or inappropriately touch students.
- Chaperones/volunteers may not give students gifts, rewards, or food items of anykind without the teacher's/ parent's permission.
- Chaperones/volunteers must always serve as positive role models using appropriatelanguage and discussing only age-appropriate matters with

students.

- Chaperones/volunteers must check attendance and always know the whereabouts of students.
- Chaperones/volunteers must be 21 years of age or older, even if the person is an employee of the district.
- Chaperones/volunteers are prohibited from sharing a room with students.
- Chaperones/volunteers are to always remain with the group.
- Chaperones/volunteers are prohibited from consuming alcoholic beverages or using mood modifiers at any time.
- Chaperones should refrain from smoking or using e-cigarettes in the presence of students.

Responsibilities of the chaperone/volunteer start and end with the timeline of the trip. On out-of-town or overnight trips assume 24 hour-a-day responsibility. Chaperones/volunteers are always “on duty.”

It is required that sponsors and chaperones remain with the group during the entire trip.

Transportation

Transportation Overview

For transportation for field and other District-sponsored trips, please refer to [School Board Policy 8640](#).

- Field trips should be made by bus whenever possible. If using a commercial carrier, only companies on the Authorized Carriers List published by risk management shall be used.
- No drivers under eighteen (18) years of age are permitted when transportation is provided or arranged by the school district with the following exception: Students who have a valid Florida license and are at least seventeen (17) years of age may transport other students to school events on a case-by-case basis with the prior approval of the principal. The parents or guardians of students being transported in this manner must be notified that a student will be driving and must give written permission.
- Insurance documentation for all drivers must be on file before the trip, as required by the Risk Management Department. This includes name of driver, name of insurance company, and/or copy of driver's current insurance card.
- No student drivers are allowed for out-of-county trips except as authorized by the principal, and with parental consent and release of liability.
- Ride sharing services (i.e. Uber, Lyft, etc.) are not to be used as a mode of transportation.
- All trips that involve transporting students by water must be approved by Risk Management. (See current USCG and district approved list here.)

PCSB School Bus

School Buses are the Safest Way to Transport Students

1. School buses are designed and built with many special safety features to minimize potential injuries to passengers.
2. School buses are rigorously inspected, maintained, and driven only by qualified school district employees.
3. School bus drivers complete a comprehensive training course, which heavily emphasizes safety and defensive driving techniques. Drivers must pass an annual physical, an initial employee background screening, Florida CDL licensing requirements and must maintain a favorable driving record.
4. PCS has school buses with special anchor points and safety harnesses for pre-K aged children.

Whenever possible, school buses should be used to transport students of all ages for sporting events, field trips and school activities. The Transportation Department has special buses with anchor points and harnesses available so that Pre-K aged children can safely travel in school buses. Please call the [Transportation Department](#) to learn more.

School buses should be used for all *Regular* school transportation. *Regular Transportation* is defined by [F.S.1006.22](#) as transportation that is part of a scheduled series or sequence of events to the same location (e.g. to school each day).

PCS Guidelines for student loading capacity of a standard school bus
65 Elementary School-age students (maximum)
60 Middle School-age students (maximum)
55 High School-age students (maximum)

While school buses are the recommended mode of transportation for field trips, sporting events and other school-related activities, they may not always be available or practical. In those cases, schools, at the discretion of the Principal, may use:

1. Approved Commercial Carriers – for updated PCSB approved list [click here](#).
2. Public Transportation via PSTA if the trip is part of curriculum or aligned to the students learning process.
3. Private Passenger Vehicles
4. Rental Vehicles

Pinellas County Schools has implemented the following field trips/activities vehicle guidelines to comply with safety recommendations provided by the National Highway Traffic Safety Administration, the Florida Department of Education and sound safety and risk management practices.

- A commercial carrier selected from the Pinellas County Schools Authorized Commercial Carrier List must provide all travel outside of the state of Florida. State law provides limited protection through sovereign immunity against liability claims in case of accidents and injury; however, after crossing the state line, sovereign

immunity protection is gone and liability levels are unlimited.

- If the drive time to or from an in-state location is reasonably anticipated to be more than 9 hours, a commercial carrier selected from the Pinellas County Schools Authorized Commercial Carrier List will be used instead of rental vehicles.
- The use of passenger vans designed to transport more than 9 students is prohibited due to safety recommendations of the National Highway Transportation Safety Administration and the Florida Department of Education.

Private Vehicle Use

The use of private vehicles for transportation of students is discouraged. When use of privately owned cars is absolutely necessary, there must be: (1) signed parental consent on the parental permission form; (2) approval by the school principal in writing on the prescribed form specifying: date of use; points of departure and return; name of vehicle owner; owner's insurance coverage; and the amount of any compensation to be paid by the school. **Additionally, No student drivers are allowed for out-of-county trips except as authorized by the principal, and with parental consent and release of liability.**

Only school-site employees and cleared (Level II) volunteers may transport students on field trips when the following procedures are followed:

1. *Field Trip/Activities Vehicle Information Form* ([PCS 3-2719](#))
2. A copy of the employee/volunteer's driver's license and insurance information is submitted with [PCS 3-2719](#) for verification.
3. The vehicle meets the Federal Guidelines for transporting students (1006.22, F.S.). (See below.)
4. The school principal has approved the use of the private vehicle, indicated by his/hersignature on [PCS 3-2719](#).
5. Only the vehicle and driver approved by the school principal on [PCS 3-2719](#) may be utilized.

According to Florida State Statute 1006.22, "When approval is granted for the transportation of students in a privately owned vehicle, the provisions of s. [1006.24](#) regarding liability for tort claims are applicable. District school board employees who provide approved transportation in privately owned vehicles are acting within the scope of their employment. **Parents or other responsible adults who provide approved transportation in privately owned vehicles have the same exposure to, and protections from, risks of personal liability as do district school board employees acting within the scope of their employment.**"

Florida law has been amended to permit the transportation of students in multipurpose vehicles (MPVs) such as vans and minivans, subject to certain requirements and exceptions.

The **Field Trip/Activities Permission Form** (PCS Form [3-2718](#)) informs

parents/guardians of transportation arrangements and should be used by all field trip participants.

School Board Policy for the use of private vehicles on field trips states:

1. All vehicles must be registered, insured, and in good working order as determined by school personnel.
2. The principal has the authority to prohibit any vehicle from use for transportation of students at any time.
3. No drivers under eighteen (18) years of age are permitted when transportation is provided or arranged by the school district with the following exception: *Students who have a valid Florida license and are at least seventeen (17) years of age may transport other students to school activities, including athletics, academic competitions, and extra- curricular events, on a case-by-case basis with the prior approval of the school administrator.* The parents or guardians of students being transported in this manner must be notified that a student will be driving and must give written permission.

Important Information about the Use of Private Vehicles by employees and parents:

Parents and other responsible adults who provide student transportation for District sponsored field trips, events and activities in privately owned vehicles, at the request of a Principal or District administrator, have the same exposure to, and protections from risks of personal liability as do employees and registered volunteers when acting within the scope of their employment, or when performing their assigned volunteer duties.

Employees, volunteers, parents and other responsible adults who transport students in their own vehicle should be aware, that, in the event of a motor vehicle accident when transporting students, the vehicle owner's auto liability insurance policy will always be primary with regard to paying liability claims.

The mandatory seat belt use guidelines should be emphasized.

Prohibited Private Vehicles

- ☐ Due to the "higher possibility of rollover than other vehicle types", any Sport Utility Vehicle (SUV) category of multipurpose passenger vehicle with a **wheelbase of 110 inches or less** that is required by federal motor vehicle standards to display a rollover warning label, is **prohibited from transporting students**. Ref: 49CFR Chapter V 575.105 Vehicle Rollover

Please check the manufacturer's web site or a reliable site, such as [edmunds.com](http://www.edmunds.com), to determine the vehicle's wheelbase.

- ☐ Convertibles or any soft or open top vehicle.
- ☐ Jeep-type vehicles (e.g., Wrangler type models, Suzuki Samurai, etc.).

- ☐ Motorcycles.
- ☐ Motor homes (defined as any vehicle having living facilities).
- ☐ Any vehicle that has had its suspension, tires, body, seating, bumpers, etc., altered from its original design specifications.
- ☐ Any vehicle that has had any safety device removed, disabled or altered (e.g., airbags, seatbelts/harnesses).
- ☐ Any vehicle in an obvious state of disrepair or shows signs of neglect, lack of maintenance, etc.

*Motor Homes are defined as any vehicle having integrated living facilities.

Commercial Carrier

Schools sometimes use commercial carriers (e.g., charter buses, limousines or other vehicles for hire) to transport students for field trips, sports events, and other activities.

A listing of the properly licensed and insured carriers authorized to transport students, called the **Authorized Commercial Carrier List**, is generated by Risk Management, and is posted on the district web page. Please click [here to get](#) to the web page.

There are various levels and types of insurance requirements based on the carrier's size, vehicle capacity, etc. Drivers of large vehicles must meet certain CDL licensing requirements and are subject to strict DOT regulations for on-duty/off-duty hour limits.

Risk Management **does not** guarantee the quality of customer service provided by commercial carriers on the *Authorized Carrier List*.

Under extenuating circumstances, the *Authorized Commercial Carrier List* may not be adequate to fill a unique transportation need. If you have a special circumstance, contact Risk Management at 588-6078.

Additional Commercial Carrier Considerations

- The best way to decide which firm to use is by asking PCS staff members from other schools about their experiences. Word of mouth can weed out carriers providing poor service. *Please inform Risk Management of any negative experiences to possibly eliminate the carrier from future use.*
- The driver, based on legal requirements and company policy, will make decisions pertaining to the operation of a motorcoach.
- Allowing food and drinks inside a charter vehicle is a privilege granted by the Charter Company and may be rescinded at the discretion of the driver.
- Chaperones are responsible to see that the vehicle is left clean and tidy at the end of the trip.

Rental Vehicle Use

When automobiles or mini-vans are needed to provide student transportation for District sponsored field trips, events or activities, the vehicles should be rented from the company holding the current State Contract for auto rentals. Contact the Accounting Department for the name of the current State Contract auto rental company and for further details on renting vehicles. Updated information is [Here](#).

Trailers and box trucks may be needed for transportation of equipment/supplies needed for the trip/event. **No students shall be transported in/attached to the trailer/storage vehicle.** Ex. Rental van with students onboard and trailer hitch attached with U-Haul trailer in the back would not be allowed.

IMPORTANT INSURANCE INFORMATION

When renting an approved vehicle from the current State Contract for school sponsored field trips, events or activities, primary third-party liability insurance coverage (nominal) is provided in the rental cost.

In addition, purchase of the daily Collision Damage Waiver, (CDW) or Loss Damage Waiver (LDW) fee is not required. The auto rental company assumes all loss damage to the vehicle due to fire, accident or collision.

Note for Trailer/Box Truck Rentals:

Supplemental Liability Coverage of \$1,000,000 minimum is required to be purchased and included in all rental contracts. In addition, when renting vehicles from a company other than the current State Contract, the daily Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW) protection must be added to the rental contract.

Rental Insurance Terminology:

- *Collision Damage Waiver (CDW)* - Pays the full replacement cost of loss or damage to the rented vehicle if there is theft, crash, vandalism, etc.
- *Supplemental Liability Coverage (SLI)* - Pays for bodily injury or property damage caused to the other parties involved in an auto accident if you are found to be at fault.
- Note on *Personal Injury Protection (PIP)* – As per Florida Law, the driver and occupants of a rental vehicle are covered by their own family's automobile policy if injured in a motor vehicle crash.

Out of County/State and Overnight Field Trips

Out of County/State and Overnight Field Trips Overview

- For out-of-country field trips, all designated chaperones must be instructional employees of the school.
- Students must have valid health insurance when traveling out of the country.
- No student drivers are allowed for out-of-county trips except as authorized by the principal, and with parental consent and release of liability.
- School-sponsored trips involving students traveling by air or train must be with an FAA- certified air carrier or FRA-certified train carrier.
- Guidelines established by travel agencies for issuing scholarships to students and gratuitous tickets to chaperones for approved field trips must be strictly adhered to by the sponsor, principal, and Region staff.
- The use of hotel pools and/or Jacuzzis are strictly prohibited.
- The sponsor should personally check each hotel room with the hotel representative to assess for additional charges, etc., at the time of check-out for overnight trips.
- Room assignments for overnight field trips are separated by biological sex at birth unless parents of minor students assigned to the room otherwise consent in writing.

Tours and Instructional Travel Study Programs

- Authorized tours are those activities sponsored by the schools which have both educational and recreational value to the students. Student participation in tours must be during a time when school is not in regular session.
- All school-sponsored tours shall be approved by the building principal and the superintendent, or designee, at least two (2) months in advance of the tour. The request shall include objectives, itinerary, plans, budget, and method of financing.
- A faculty sponsor shall accompany a school tour group and assume responsibility for the proper conduct of all students on tour. The appropriate number of adult supervisors shall be determined by the superintendent or designee. Tours shall be conducted according to Board policies.
- The faculty sponsor shall file a complete evaluation report with the building principal within one (1) week following a tour, and this report shall indicate how the educational objectives of the tour were accomplished as well as any unusual occurrences.
- School-sponsored tours shall not be financed with school system funds. The method of soliciting funds for tours shall be approved by the principal, in accordance with Board policies and procedures.
- Each student shall obtain a written consent form duly executed by the parent or

guardian, which shall be submitted to the principal prior to participating in the tour.

- Board employees shall not receive compensation from travel agencies or private organizations involved with the tour, with the exception that free passage and other related expenses may be granted for supervisory duties.
- Travel study programs are those class and student organization activities planned cooperatively by students and faculty and shall be viewed as school-sponsored activities. Student participation shall be voluntary. Students who do not participate shall not be adversely affected in terms of their course requirements, grades, or eligibility to participate in other activities of the class or group.
- Travel agencies or other private organizations promoting travel study trips shall not be permitted access to the school to promote or enroll students for privately sponsored travel study programs and trips.

Multi-day, Out-of-State Athletic Team/Cheerleading Squad Travel

The following shall apply to athletic teams and cheerleading squads traveling to multi-day, out-of-state or national competitions:

- Students who are members of, or who are attached to, the team or squad shall not miss more than one (1) school day.
- Neither the principal's discretionary budget nor the centralized athletics' budget may be used to fund the out-of-state travel.
- Only varsity athletic teams and varsity cheerleading squads may travel out of state.
- All competitive teams and cheerleading squads qualifying for multi-day competitions will be
- allowed to compete as approved by the director of athletics, pre-K-12 physical education, health education and school wellness and will be exempt from item "A" above

Approved Travel Agents

Travel agencies vetted through the PCS Accounting department are the only authorized airline travel agents you may use when traveling on official school business unless special permission is granted by the Director of Accounting, in advance, to use a different agent.

Please see the updated list of district approved travel agencies [here](#).

On-Site Field Trips, Carnivals and Other Activities

On-Site Field Trips, Carnivals and Other Activities Overview

On-site field trips and activities are another way to provide classes meaningful content-focused field trips connected to the district's curriculum in the core content areas on campus.

A. An activity is a school-related event for which the school does not arrange transportation, e.g., award banquets, distributive education transportation to work sites, Student Rights and Responsibilities meetings. This statement does not apply to FHSAA competitive athletic events.

B. All school functions and related activities must be approved by the principal. The principal is responsible for ensuring adequate supervision at the activity. School staff will be present, but the one (1) to ten (10) ratio of chaperones to students will not be provided.

C. **For an activity, the field trip forms referred to above are not required, but permission slips may still be needed depending on the activity advising parents of the activity and possible hazards.**

PTA and Outside Support Organization (OSO) sponsored activities will refer to [Pinellas County School Board policy 9212](#) which addresses specific requirements if your PTA or OSO wishes to provide entertainment/activities on school grounds.

Safety Considerations for Campus Activities

Communication

Having an effective method of communication between areas of the facility where the event is held is very important. Schools have radios that should be used by the group organizing and overseeing the event.

- **Key people should have radios to contact each other quickly.**
- **Organizers should know where the AED and first aid kit are located.**
- **One person designated as a First Aid Responder should have a radio.**
- **The fire alarm system should be working properly.**
- **Organizers should be familiar with the sound of the alarm system and know how to coordinate people in the event of an emergency.**

Electricity and Extension Cords

Because extension cords are often used for outside events, electrocution is a possibility. **Due to the potential for wet, rainy conditions, each extension cord used outside should either be plugged into an outlet with a Ground Fault Circuit Interrupter (GFCI) in line, or a portable GFCI should be plugged into the cord prior to plugging into the socket.** Home hardware stores carry these safety devices for approximately \$10. They resemble a very short extension cord but have buttons on it to shut off the flow of electricity if a current flow change occurs to prevent electrocution.

Emergencies

Even the best-planned activities sometimes have an emergency situation. The following preparations should help you handle an emergency more effectively.

- **Prepare a first aid kit.**
- **Have at least one first aid responder present and available at all times.**
- **Inform your first aid responder(s) where the first aid kit and AED will be located during the event.**
- **Inform your staff who to contact if there is a first aid situation.**
- **Prepare documents to log any injuries.**
- **Keep the documents and a pen with the first aid kit.**
- **Write down the name, age, injury, severity, cause and any other relevant information for each injured person(s) (after treatment).**
- **Tell staff whom to contact for other types of emergencies.**
- **Plan for inclement weather if the event is scheduled outside.**
- **Designate shelter areas.**
- **Inform event staff about your inclement weather procedures.**
- **Make a list of emergency phone numbers such as 911, Principal, Area Superintendent, General Manager of Operations, HPO or other numbers you may need.**
- **Give copies of the list to several people working at the event.**
- **Prepare an emergency evacuation plan in case of fire or other emergency.**
- **Review the emergency plan with the staff organizing and running the event.**

Fire

Some activities (grilling food) may require the use of fire. Other events such as a petting zoo may have hay, which is flammable or may even spontaneously combust under the right conditions. Please follow a few simple steps to anticipate fire.

- **Select a flat, level, paved or concrete surface for use with a grill.**
- **Rope off a "safety area" around the grill to keep people away.**
- **If a concrete area is not feasible, the ground around the grill should be clear of flammable materials such as pine needles, leaves and papers.**
- **Have a functioning fire extinguisher in the immediate vicinity of the grill.**
- **Be sure the people who work in the area knows how to use a fire extinguisher.**
- **Identify extinguishers for use at various points and show staff members where they are.**

Food Guidance

Food purchased or provided should be from a reputable vendor or a large facility such as a grocery store chain, restaurant or caterer. **While parents may want to provide baked goods or other food from their personal kitchen, this practice is strongly discouraged.** Homemade food items may not be traceable to a specific source or may contain unusual ingredients. People may have allergic reactions to the unusual ingredients or may even

become ill from poorly prepared or improperly refrigerated items. These types of occurrences are less frequent when food comes from a single source or large company in prepackaged containers. Per The Department of Agriculture and Consumer Services -[5P-1.003 Responsibilities for the School Food Service Program](#).

- **Event Organizers must contact Food & Nutrition on campus staff to verify when the schools exempted competitive food fundraiser days are and to make sure the food being offered is in line with the School Nutrition Program before, during and after school.**
- No school-sponsored fundraisers, which include the sale of food items, shall be permitted to occur until thirty (30) minutes after the conclusion of the last designated meal service period.
- Competitive food and beverage items sold to students during the school day must meet the nutrition standards for competitive food as defined and required in 7 CFR 210.11. Unless being sold by the School Nutrition Program, it is impermissible for any competitive food item sold to students during the school day to consist of ready-to-eat combination foods of meat or meat alternate, as defined in 7 CFR 210.10, previously incorporated in paragraph (1)(a) of this rule, and grain products as defined in 7 CFR 210.11.

The below information should be followed:

- **Keep food preparation, cooking and serving areas clean and organized**
- **Provide adequate materials to "clean as you go".**
- **Provide Signage of food items so anyone with allergies are aware of the food contents.**
- **Provide adequate serving trays to prevent cross-contamination between raw and cooked meats.**
- **Train event staff in the proper safe handling of food.**
- **Food handlers must wear gloves to prevent contact with food.**
- **All items requiring refrigeration should be properly refrigerated or chilled until ready to cook and/or serve.**
- **Provide adequate hand washing facilities.**
- **Require food handlers to follow sanitary practices for good hand washing.**

On-Site Vendors (Including Food Trucks)

Some on-site vendors have trailers/vehicles that students and staff can go into to provide the fieldtrip experience.

Requirements for on-site vendors that provide field trip services is a certificate of insurance (see below for details) and vehicle insurance if vehicles or trailers are being used on site by students and staff.

Certificate of Insurance/Liability Coverage

A Certificate of Liability Insurance (COI) is a document that provides verification of insurance

for avendor. Several types of insurance are available: Liability, Auto, Workers Compensation and Property are only a few.

- ❑ ***Acquire Certificates of Insurance showing liability coverage from all vendors who provide a service, equipment or food for your event.***
- ❑ ***The COI should be current and provided directly to you from the insurance company, agent or broker.***
- ❑ ***A minimum coverage of \$1,000,000 General Liability is required with a \$2,000,000 minimum aggregate.***
- ❑ ***Pinellas County Schools must be listed as an additional named insured. The certificate holder should read:***

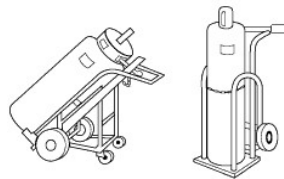
***Pinellas County Schools
Risk Management & Insurance
Dept.
301 4th St. SW,
Largo, Florida 33770***

A faxed copy followed by the original hardcopy is acceptable. Photocopies can be "touched up" and should not be accepted.

NOTE: SCHOOLS SHOULD NOT SIGN ANY WAIVERS OF LIABILITY WITHOUT EXPRESS PERMISSION FROM THE LEGAL DEPARTMENT

Compressed Gas Cylinders (i.e. helium)

Helium-filled balloons are popular at carnivals. Tanks of helium are rented directly from vendors and must be handled with extreme care due to the high internal pressure of the material and the danger of serious injury and property damage if the cylinder is mishandled. Compressed gas cylinders can become a missile, flying in any direction if the top of the cylinder gets knocked off or it is punctured. Because of the potential danger from these sleeping giants, please follow these simple safety precautions.



Cylinder Trolleys

- **Use a hand truck or dolly to move the cylinder to its intended location. Do not roll the cylinder on its base. You could easily lose control.**
- **Strap or securely tie the cylinder to the dolly during transport.**
- **Set the cylinder upright on a flat surface for stability and someplace where the cylinder can lean against something such as a pole or wall for support.**
- **Strap or securely tie the cylinder in its upright position to a pole, or other stable surface.**
- **Have the vendor explain how to use the cylinder, where the regulator is, what the pressure gauge means and any other items specific to the style of cylinder.**
- **Get a Safety Data Sheet (SDS) from the vendor for the material and know the hazards of the material itself.**

- Train those who will be using the cylinder in the proper use, care and precautions.
- Do not allow anyone to play on or near the cylinder.
- Do not allow anyone to directly inhale the helium gas from the cylinder.

Inflatable Slides, Moonwalks, and Bounce Houses

Many schools ask if Moonwalks or other inflatable amusements are permitted. Inflatable bouncing surfaces are very entertaining to children and are available for rental at reasonable rates. The liability born by the school district, PTA or supporting organization is significant. When accidents and injuries occur, the cost of treatment is usually far greater than the funds raised during the event. If you are considering such activities please consider the following:

- **Rapid deflation due to failure of the blower or seams**
- **Children tumble out of the ride during bouncing**
- **Children crash into each other**
- **Children of different sizes in the ride at one time increase the likelihood that smaller children will be injured**

These and other safety problems lead to injuries such as abrasions, bumps, bruises, head/neck/back strains and broken bones. There have been many deaths reported as a result of an injury sustained on/in inflatables. If you choose to have an inflatable at your event, please use the following guidelines.

- **Any inflatable must be rented from a vendor. Cannot be purchased and self-set-up.**
- **Always have the vendor set up and take down the inflatable. Never rent one that requires staff to set up and take down.**
- **Assign two adults to staff the ride at all times during the day.**
- **An inflatable through which children crawl is preferable to bouncing inflatables.**
- **Ask the vendor to tell you about their safety inspection process, provide documentation that they perform inspections prior to each rental, and that the inflatable has passed inspection. Select a flat, level location for the set-up of the equipment.**
- **Inspect the inflatable after the vendor sets it up.**
- **Seams should be securely stitched closed.**
- **Blower should not be in the crowd's path of travel.**
- **A GFCI should be in line with the blower unit unless the outlet has a GFCI built in.**
- **Follow all Vendor and Manufacturer safety rules.**
- **Train staff on the safety rules provided by the vendor.**
- **Post a sign with safety rules for participants.**
- **Adults must enforce the safety rules.**

The following instructions must be read and adhered to by every individual that will operate the inflatable:

- 1) The inflatable should not be operated if the wind exceeds 25 mph. or at temperatures of less than 40 degrees F.
- 2) The operator should make sure all buckles on the fans and hold-downs are attached

properly and in good condition before operating.

- 3) Operator should remove all debris from the inflatable prior to allowing persons in for the next ride.
- 4) Operator should only allow persons of the same age group in the inflatable at the same time.
- 5) No more than the following number of persons should be allowed in the inflatable at one time:
 - 10 x 10 mini-bounce- 4 people (this bounce should be used for pre-school only)
 - 13' x 13' arch bounce - 6 people
 - 15' x 15' bounce - 6 people
 - 12' x 16' bounce - 6 people
 - 18' x 20' bounce - 8 people • 12' x 15' bounce - 6 people
 - 12' x 24' bounce - 6 people • 18' x 24' bounce - 8 people
 - 20' x 25' arena bounce -10 people

Please bear in mind that it is always best to go under the maximum # if necessary for the safety of the participants. You will have less large players in the units than you will if the players are preschoolers.

- 5) Operator should make sure that no one enters the inflatable with shoes on, eyeglasses or sharp objects in their hair or clothing.
- 6) Operator should observe persons at all times while they are in the inflatable. Operator should be close enough to be able to warn against flips, piling on, wrestling, bouncing against side, grabbing net or bouncing too close to each other. Operator should ask anyone doing these things, after being warned, to leave the inflatable immediately. The following warning should be in prominent view and the operator must enforce the warning.
- 7) Operator should watch for any signs of deflation such as sagging, wrinkling or distortion. If observed, the operator should ask the people in the inflatable to unload. The operator should keep them calm, as there is no danger.
- 8) Operator should keep all spectators outside the inflatable back at least 3 feet from the sides.

WARNING

1. REMOVE SHOES, EYEGLASSES AND SHARP OBJECTS BEFORE ENTERING.
2. NO FLIPS.
3. NO PILING OR WRESTLING. DO NOT BOUNCE CLOSER THAN FIVE FEET FROM EACH OTHER.
4. DO NOT BOUNCE AGAINST THE SIDE OR NEAR DOORWAY.
5. KEEP HANDS OFF NET.
6. IF INFLATABLE BEGINS TO LOSE AIR, MAKE YOUR WAY OUT OF THE DOOR CAREFULLY. THERE IS NO CAUSE FOR ALARM.
7. DO NOT ENTER THE INFLATABLE UNLESS THE ATTENDANT IS PRESENT.
8. UNLOAD RIDERS IMMEDIATELY IF WIND EXCEEDS 25 M.P.H. UNIT CAN TURN

Dunk Tanks

Dunk tanks are discouraged because of the history of injuries resulting from their use. People sitting on the board above the water have suffered injuries to the back, neck, and head simply from the fall into the water. Others have hit their head on the side of the tank. The medical bills, lost work time and litigation resulting from the use of dunk tanks, can be substantial.

An alternative to a dunk tank is a device where a bucket of water tips over and spills onto the person sitting below. This is a much safer option, yet still provides entertainment. If you rent this type of equipment, please be sure to:

- ❑ **Have the vendor set up the equipment and demonstrate proper use.**
- ❑ **Have the vendor provide safety rules for use of the equipment.**
- ❑ **Have the vendor perform a safety inspection to assure all the components are securely fastened and everything works properly.**
- ❑ **Advise the person who gets wet about the vendor's safety rules.**

Interactive Game Safety Guidelines

We want you to have the most fun possible while helping us maintain the highest level of safety for you and our operators.

You should not participate in these games if you have any of the following conditions:

- Current or previous injury to the back or neck
- Any respiratory conditions, including, but not limited to asthma or bronchitis.
- Pregnancy
- Chronic knee or other joint conditions
- Any heart or circulatory conditions

Remember, these games do require a certain amount of physical exertion, and you must judge for yourself your ability to participate. If you do decide to participate, we suggest you do the following for your own personal safety:

Mechanical Rides

- Your Area Office must provide written approval to have mechanical rides.
- Mechanical ride vendors must provide to the PTA or OSO, a Certificate of Liability with a minimum limit of \$1,000,000 per occurrence.
- A copy of the most recent Amusement Device/Attraction Inspection Report for each ride must be provided for each mechanical ride and indicating that the ride passed inspection.
- Ensure that the school has a copy of the PTA or OSO Certificate of Liability, and each of the above documents, prior to the event.

Rock Climbing Walls

Rock climbing walls have become very popular with people of all ages. If you wish to use one at your event, the following are important steps to be sure the vendor provides a safe activity.

ONLY children with signed permission slips are eligible to participate in the activity. ONLY THE VENDOR'S EMPLOYEES CAN STAFF AND SUPERVISE THIS ACTIVITY.

- Ask the vendor for their safety record before you select them to provide the service. Accidents imply poor safety practices. Find another vendor with a "clean" accident history if the vendor has had one or more accidents with climbers.
- Vendors must supply the climbing wall and all equipment.
- Vendors must provide adequate employees to staff the activity for the entire event. Only the vendor's employees are properly trained in the techniques necessary to safely use the equipment.
- Vendors must provide a recent inspection documentation showing that the climbing wall and all structural components have been inspected and are properly maintained
- Vendors must inspect all ropes, harnesses, clips, helmets and other equipment immediately prior to use. Any equipment not in good condition is to be removed from service.
- It is recommended that all participants wear a safety helmet.
- The school or PTA must obtain a copy of the vendors "waiver of liability" document and submit it to the PCS legal department at least 2 weeks in advance of the carnival date. This will allow time for review and revision of the document in an effort to better protect the rights of the district and students. If a satisfactory waiver cannot be agreed upon, the school should not use the vendor.
- The wall must be set up on a flat, level surface.
- The climbing wall should not be used during inclement weather such as rain, high winds, lightning, etc.

Animals on Board Property – Petting Zoos

For animals on board property to include petting zoos please refer to policy 8400.

The presence of live animals on Board property shall be reviewed and approved by the principal of the facility. Humane treatment of all animals on a school campus is required at all times. This concept shall be taught and modeled by the staff. If approved, the person(s) or organization bringing the animal onto Board property shall comply with the following:

- Display of the animal must fit within accepted curricular or educational goals and no undue risk may be presented to staff, students, or the facility (i.e., some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement).
- Proper personal hygiene practices, particularly hand-washing immediately following the handling of animals, is required for all personnel and students. Students should be discouraged from handling animals, except under direct supervision as determined by the facility principal.

- Animals that exhibit any tendency toward biting, nipping, or that display aggressive behavior should not be allowed on the school site.
- Poisonous, dangerous, or unhealthy animals shall not be allowed, nor will any warm-blooded animals secured from the "wild", unless declared safe and documented as such by a qualified licensed veterinarian. Wild animals will be caged at all times and handled only by adults.
- Live birds shall only be allowed for demonstration or shows within a given period of the day and then removed from the site. Birds shall be handled by adults only.
- Since all amphibians and reptiles are potential carriers of different strains of salmonella and have been implicated in outbreaks as well as individual severe cases of salmonella disease, the presence of these animals in the classroom should be restricted and they should be handled only by adults.
- Aquariums may be allowed by the facility principal but must be located over non-carpeted floors and have an accessible water drain (sink or floor drain). All electrical devices such as lights, heaters, pumps, or circulators must be G.F.I. protected. Students, with the exception of those enrolled in marine biology, should not be allowed to handle fish or be involved in the cleaning of aquariums.
- Cages, aquariums, and other such containment devices and surrounding areas must be kept clean by a responsible adult. Proper food, water, ventilation, heating, and lighting must be provided commensurate for normal species behavior and health.
- I. No warm-blooded animals shall remain on the site during any facility closing longer than three (3) days. Facilities that have animal curriculum incorporated into their program with proper supervision and have designated "caretakers" for such animals are exempt.
- Parents or other guests visiting Board facilities shall have personal pets leashed or caged.

Facility principals are encouraged to call the Science Supervisor, Plant Operations Safety Supervisor, Area Maintenance Supervisor, or the Supervisor of School Health Services for assistance with any questions regarding the presence of animals in their facility.

The Maintenance Department shall be notified when complaints either real or perceived, arise regarding the presence of animals impacting health or Indoor Air Quality. The Maintenance Department shall assign the problem to the Industrial Hygienist for resolution.

Students with personal health problems which are exacerbated by the presence of particular animals in the classroom should be referred to the Supervisor of School Health Services. Under certain circumstances, it may be necessary to make accommodations for these students.

This policy does not apply to law enforcement canine units, approved assist animals, and animals involved in District approved curriculum programs.

Fundraisers

Registered Fundraiser Approved List

The Insurance & Loss Prevention Team assists PTAs, booster clubs and schools, by maintaining a list of registered fundraiser companies. This list is published at the start of the school year and is continually updated throughout the year located [here](#). Schools may use the fundraisers on this list or at the principal's discretion select other fundraisers.

New Fundraisers and Approval Process

- New Fundraisers must have the **School** who wants to work with them send an email (**someone from the school's administration office**) to fundraisers@pcsb.org requesting we send a New Fundraiser Application to the Fundraising Company. The email should include the following:
 - Company Name
 - Contact Name
 - Contact Phone Number
 - Contact Email Address
- Pinellas County School Board Employees **cannot** be employed by or have a contractual relationship with any fundraiser that is doing business with the district. Please refer to school board policy [1113](#), Conflicting Employment or Contractual Relationship.
- In order to comply with the Jessica Lunsford Act, if you or someone from your company will be coming onto school board property when students are present, you must be level II screened. [Jessica Lunsford Act Information](#).
- Vendors must also submit links (or copies) of any brochures or flyers, and/or contracts/agreements the schools must sign, and all certificates of liability (if applicable).
- During the first 2 months of school, please allow up to 4 weeks for the review process. After that, fundraiser applications must be submitted at least 2 weeks in advance of an event to allow for proper review.
- Submitting an application does not mean you are automatically added to the registered fundraiser list. Once you are properly registered, you will receive an email confirming your inclusion on the list.
- **If your business utilizes a 3rd party online payment processing company, you must disclose this information on the application.**
- **Any and all hold-harmless/indemnify clauses must be removed from your agreement/contract/website. This includes the 3rd party online payment processing company as well.**

For additional information, please contact Risk Management at Fundraisers@pcsb.org.

NOTE: **Spirit Night venues do not have to complete the fundraiser application.**

Outside Organization Fundraisers (PTA, Booser Clubs, Etc.)

Schools, PTAs or booster clubs are NOT required to work with a fundraiser simply because the company has registered. The decision to hold fundraisers rests with the principal and various groups at your school.

Fundraiser Guidance

Fundraiser activities should follow the “On-Site Field Trips, Carnivals and Other Activities” portion of this guide located on page 29 of this guide. This applies to fundraiser activities that have food, carnivals, and any ticketed event.

Appendix

Letter of Agreement for Motor Coach Services

School Checklist to help you make arrangements with an Authorized Carrier (3 pages)

For this form to be regarded as a formal letter of agreement between the school and the motor coach company, it must be completed and signed by a school representative and then signed by a representative of the motor coach company. A copy should be returned to the school for file purposes.

Select a motor coach company from the Authorized Carrier's List

- ☐ Name of Company contracted: _____
- ☐ Name of Company Contact person: _____
- ☐ Phone number: (____) _____ - _____
- ☐ Fax number: (____) _____ - _____
- ☐ E-mail address: _____
- ☐ Mailing address: _____

Be ready to provide the motor coach company the following information

- ☐ Name of school and group sponsoring trip _____
- ☐ Trip departure date ____/____/____ ☐ Time ____ ☐ AM ☐ PM
- ☐ Pick-up location _____
- ☐ Trip itinerary--describe in detail where the bus(es) must transport students _____
- ☐ Trip return date ____/____/____ ☐ Time ____ ☐ AM ☐ PM
- ☐ Drop-off location _____
- ☐ Total number of passengers going on trip (students, teachers, chaperones, etc.) _____
- ☐ If any unusual equipment/luggage (e.g. band equipment) is to be transported, specify what type and how much? _____

- ☐ List any special requirements for the bus(es) (e.g. handicapped accessible, large equipment storage) _____

Confirm with the Motor Coach Company

- ☐ Name of emergency contact person _____
- ☐ All-hours phone number (____) _____ - _____
- ☐ Number of drivers required _____
- ☐ Total trip mileage _____
- ☐ If two or more drivers are required, how and when should the school expect the drivers to rotate driving duties? _____

Specify seating capacity and special requirements for each bus/vehicle required

Bus/vehicle Number	Seating Capacity	Special Requirements	ID Number
Vehicle 1			
Vehicle 2			
Vehicle 3			
Vehicle 4			

Identify Trip Costs and Payment method

☐ What is the motor coach company's fee for transportation services and how is it computed?

☐ Daily rate per bus \$ _____

☐ Mileage fee \$ _____ per mile

☐ Other fees and costs \$ _____

☐ The school may be responsible for other charges. Itemize such charges in detail

☐ Total charges for all transportation services estimated \$ _____

☐ Who will pay for the services (i.e. who should be invoiced if not the school representative who made the arrangements?

☐ Name, address and phone number of person coordinating activity for billing purposes

☐ Contact person at company to address billing related questions _____

Confirmation by School of Arrangements for Carrier Services

To be completed by the school who made the arrangements.

Date arrangements with motor coach carrier were finalized: ____/____/____

Your name: _____
(Type or print)

School Name: _____

Address: _____

phone (____)____-____ fax number (____)____-____

Your School/district position: _____

Your signature: _____ Date signed: ____/____/____

***A copy of this completed form must be mailed or faxed
to the contracted company for confirmation of agreement***

Confirmation by Authorized Carrier of Agreement for Services

To be complete by a representative of the motor coach company

Name of company representative:

(Type or print)

Position:

(Type or print)

Signature: _____

Date signed: ____/____/____

**A copy of this signed document must be mailed or faxed back
to the school at the above listed address.**

Pre-Trip Checklist -- Completed by School/Event Personnel

School or group sponsoring trip: _____
Trip departure date: ____/____/____ Pick-up location: _____
Trip return ____/____/____ Drop-off location: _____
date: _____

Contracted Authorized Carrier: _____
Number of buses/vehicles contracted: _____
Emergency Contact person: _____ All-
hours phone number :(____)____-_____

PRIOR TO THE DAY OF THE TRIP

- ☐ Review the terms of the Letter of Agreement _____ (Printed name & initials)
- ☐ File a copy of the itinerary and travel route with your school administration.

VEHICLE ARRIVAL

- ☐ Operational _____ (Printed name & initials)
- ☐ Check to make sure that the company whose vehicle(s) arrive is the company that was contracted for this trip. If the vehicle(s) is not from that company, ensure that the vehicle(s) is from a valid subcontractor of that company and that they are on the district's Authorized Carrier's List.
- ☐ Make sure that the proper number of buses and drivers are present, as stipulated in the contract for the trip.

VEHICLE SAFETY CHECK

- ☐ Windows/windshield not severely cracked _____ (Printed name & initials)
- ☐ Windshield wipers work
- ☐ Heating/air conditioning and windshield defogging systems work
- ☐ Interior lights work
- ☐ Headlights (high beam/low beam) work
- ☐ Tail lights/brake lights work
- ☐ Horn works
- ☐ Tires in good shape (no damaged or treadless tires and all appear to be properly inflated)
- ☐ No unusual oil/grease leaks (at wheel seals or under the vehicle)
- ☐ Fire extinguisher present and in working order
- ☐ No air leaks (walk around vehicle and listen for air leaks while driver applies the brakes)
- ☐ Copy of the annual safety inspection (either sticker or form) available

DRIVER/VEHICLE INFORMATION

- ☐ Valid commercial drivers license with a P (passenger) endorsement
- ☐ Valid medical certificate (pocket card)
- ☐ Driver's record of duty status (log book)
- ☐ Copies of the previous seven days' record of duty status for each driver
- ☐ Vehicle registration card to ensure that vehicle is authorized to operate in the states of the trip. Make sure that the license plate and vehicle identification number matches the number on the registration card.
- ☐ Vehicle's USDOT annual inspection document, either a sticker or on paper (Note: these documents indicate the date of inspection, not the date of expiration and are usually valid for only one year.)

ON THE TRIP

(Printed name & initials)

- ☐ Take a copy of the letter of agreement on the Trip. The emergency contact's name and phonenumber should be on that form.

Pre-Departure Boating Checklist

Personal Floatation Devices (PDFs-lifejackets)

- ☐ Is there at least one Coast Guard approved device of proper size per passenger on board?
- ☐ Assure each student is properly wearing a lifejacket during the boat trip.
- ☐ An additional throwable device is required if the vessel is more than 16 feet long.

Sound Producing Devices (Whistle)

- ☐ Is there a horn capable of producing a four-second blast audible for at least ½ mile?
- ☐ If it is a portable air horn, is there a spare can of air or an alternate device?

Lights and Space

- ☐ All navigation lights required?
- ☐ Instrumental lights working?
- ☐ If you intend to engage in an activity that requires a day shape, have the required shapes.
- ☐ Flashlights?

Distress Signals

- ☐ Accessible flares, day signals, etc., stored in a dry location?
- ☐ Signals (even if not required by the Coast Guard)?
- ☐ Inform the passengers and crew of their location and use.

Tools and Spares

- ☐ Basic tool box?
- ☐ Box of spares? (e.g., fuel filter, light bulbs, head parts, through hull plugs, etc.)

Ventilation

- ☐ On any powered vessel, are all interior spaces well ventilated?
- ☐ If fuel smells are detected, check after running the blowers for several minutes.
- ☐ If odor persists, stop and look for the source of the leak.

Fire Extinguishers

- ☐ Accessible fire extinguisher. Do you have at least those required by the U.S.C.G.?
- ☐ Are the mounts secure?
- ☐ Are the units functional?
- ☐ Point out locations to passenger and crew.

Fuel and Oil

- ☐ Are your tanks topped off?
- ☐ If not, have enough to provide a reasonable margin of safety for your return.
- ☐ Check the engine oil and coolant level.

Bil

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s

- ☐ Bilges are reasonably dry and that pumps are not running excessively?
- ☐ Clean up any spilled oil or waste in bilges to prevent overboard discharge.

Battery Care

- ☐ If the system is a dual charging system, is the selector switch in the proper position?
- ☐ Is the power on to the entire vessel?

- ☐ Spare batteries for accessories such as a handheld radio, flashlight, portable navigational aid, etc.?
- ☐ If they are rechargeable, are they charged?

Weather Forecast

- ☐ Did you check the weather forecast?
- ☐ Radio on board to receive weather updates?

Docking and Setting Anchor

- ☐ At least one anchor set up and bent-on to your anchor line?
- ☐ Two or three extra dock lines in case of unusual conditions dockside.
- ☐ Visually inspect the lines you use for chafe or wear. Are they excessively worn?
- ☐ At least two fenders on-board for docking or towing if required?

Documentation

- ☐ Ship's papers, radio license, fishing permit, etc.?
- ☐ Charts for the area you intend to cruise in?
- ☐ Copy of the filed "Float Plan" on board and left with on shore personnel?