

FIELD TRIPS

Field Trips can provide excellent educational experiences for students by enriching the curriculum with more meaningful learning. Principals/designees shall approve and are expected to consider the educational value, the relationship to the curriculum, the distance traveled, and the time away from class as well as the expense involved. Approval must be obtained before commitments are made to students, parents/guardians, or commercial establishments. Only properly insured modes of transportation are to be used for school trips. No student is denied the opportunity to participate in a field trip because of lack of funds.

Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental/guardian permission may be obtained for the entire athletic season or school year. The accompanying administrative procedures apply to all field trips, extra-curricular, and athletic activities.

~~The Albemarle County School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students for such trips. Employees who are involved with such trips must emphasize to any interested student/parent that such trips are strictly private enterprises.~~

ADD

- Update paragraph #3 to read as below:
- ~~The Albemarle County School Board does not endorse or accept responsibility for any non-school sponsored trips, trips outside of the continental United States, or for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students for such trips. Employees may only participate in such trips outside of their contracted employment period and through an Independent Agency, such as a Booster Club or PTSO. In those circumstances, Employees must ensure that students and families are advised in writing that the Albemarle County School Board does not endorse or accept responsibility for any non-school sponsored trips and that any Employee who acts as a chaperone is not acting as a representative of the Albemarle County School Board or any school in ACPS.~~
- ~~Trips which may involve groups identifiable as students or teachers of ACPS, but are independently or privately sponsored, do not support the educational mission of ACPS, and/or trips not approved by the designated ACPS administrator under the category of routine or special circumstances field trip, will be considered non-school sponsored.~~
- ~~Foreign travel sponsored by outside or independent agencies may not be promoted in the school or in any manner associated with any ACPS school. For example, solicitation may not occur during the instructional day; posters promoting the event may not be displayed in classrooms or distributed to students during the instructional day; the public address~~

system, closed circuit television, or electronic message boards may not be used to promote the event; or promoted on school letterhead.

- The PTSO, Booster, or other Independent Agency must plan and organize the event, not an ACPS employee (full-time, part-time, stipend) or ACPS contractor or volunteer. ACPS employees may not attend or sponsor a non-ACPS supported field trip while on contract time.
- No group of students may be formed or meet during the school day for the purpose of planning, conducting, or facilitating a non-approved program or tour.

Adopted: July 1, 1993

Amended: July 12, 1999, June 26, 2008; July 12, 2012; April 27, 2017; May 27, 2021

Equity Review: May 27, 2021

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-176
8 VAC 20-70-190.
8 VAC 20-720-80.

Cross Refs: JFCB, *Sportsmanship, Ethics and Integrity*
JL, *Fund Raising and Solicitations*
JN, *Student Fees, Fines, and Charges*

*FIELD TRIPS*1. General Procedures

1. Field trips will not be approved for the last week of the school term or on days upon which the division is operating on an alternate schedule. This does not apply to athletic trips.
2. Field trips scheduled for school days when the schools are closed and all after-school activities are cancelled (see EBCD), shall be cancelled or rescheduled.
3. If a field trip must be cancelled or rescheduled, the principal or designee will contact the Department of Transportation to make necessary arrangements.
4. No student may participate in field trips without prior written consent of the parent/guardian.
5. The school will contact parents/guardians should a student be unable to participate in a field trip.
6. School staff members, chaperones, or coaches will be responsible for student conduct on the bus. Schools will be responsible for having an adequate number of chaperones accompanying each bus.
7. All students on a field trip will be listed on a written manifest. School staff members will use the manifest to conduct a final roll call prior to departure. Student names are to be added to or deleted from the manifest, as appropriate. A copy of the final manifest shall be provided to the bus driver prior to departure.
8. The bus driver will conduct a safety briefing prior to departure.

2. Application Process

1. The teacher will complete the application form.
2. The principal or designee will approve the application.
3. The building level administrator or designee will be responsible for arranging transportation.
4. Each school will make the required entries into the Transportation software system. Charter trips also need to be entered and are at the school administrator's discretion. Charter trips must utilize a pre-approved charter bus company. An annual list of pre-approved charter bus companies can be found on the Transportation website.
5. Transportation will accept or decline trips based on available resources.
6. Trips will not be the responsibility of Transportation until they have been accepted by authorized Transportation personnel.

3. Payment to Bus Drivers

Bus drivers for field trips shall be paid for time worked, which includes travel time to/from their parking location. Customers are billed in the same manner. Customers will be billed a two hour minimum if buses are cancelled without prior notification.

Albemarle County Public Schools

Field Trip Manual

Adopted: July 12, 1999

Amended: June 26, 2008; July 12, 2012; April 27, 2017; May 27, 2021

Equity Review: May 27, 2021

INTRODUCTION

The Albemarle County Public Schools Field Trip Manual is designed as a clear and concise, quick reference to be used by school staff members considering the use of field trips to augment the regular program of instruction and for school staff planning for after-school extracurricular activities.

The manual consists of two sections. Section I provides a detailed explanation of pupil transportation capabilities and limiting factors associated with the use of yellow school buses. Section II covers procedures to be followed whenever national terrorist threat assessment warrants caution as well as severe weather procedures. The manual also includes an appendix containing various forms and documentation to be used to develop and safely operate field trips.

The Albemarle County School Board, its Superintendent, and central office staff concur that field trips can and do contribute immeasurably to the overall quality of education provided by the school division. The use of field trips not only benefits the education process, but is also consistent with the tenets outlined in the student performance goals, school climate goals, and extended community goals contained in the Albemarle County Public Schools Mission Statement.

Schools are encouraged to make the best possible use of field trips as part of their curriculum and to ensure the members of their staff familiarize themselves with the contents of this manual.

ALBEMARLE COUNTY PUBLIC SCHOOLS

FIELD TRIP MANNUAL SECTION I

TRANSPORTATION CONSIDERATIONS FOR FIELD TRIPS

A. School Bus Versus Commercial Coach

1. School buses are perfectly suited to handle many field trips and inappropriate for others. There are times when the use of a commercial coach is the only practical option.
2. The first priority for use of school buses is the regular transportation of students to and from school. Generally, between 7:00 and 9:00 a.m., Albemarle County school buses are engaged in the delivery of students to the elementary, middle and high schools. In the afternoon, elementary school buses report to their schools between 2:00 and 2:15 p.m. High school and middle school buses report between 3:20 and 3:35 p.m.
3. In light of the above times, and to avoid conflict with the home to school operations, field trips may not depart before 9:15 a.m. and must arrive back at the school by 1:45 p.m. Field trips that cannot be accommodated within this timeframe shall not be operated on a school bus except under certain conditions. No trip is guaranteed unless accepted by authorized Transportation personnel.
4. A limited number of dedicated Activity Drivers may be available for academic trips outside of the above timeframes. Schools must contact the Transportation Services Manager no later than two weeks before the trip to inquire about availability of these drivers. The earlier the request, the greater the likelihood that Transportation will be able to secure a driver. Trip requests for these special circumstances made after the two-week cutoff will not be accepted. Availability of Activity Drivers is not guaranteed and will depend on the operational needs of Transportation Services.
5. Schools should consider the use of commercial coaches for field trip needs that conflict with the times stated. The use of commercial coaches is at the discretion of the school administration. Such coaches must be selected from the approved Charter Carriers list maintained on the Transportation Services website. A trip must be entered into the transportation software system for all charter trips to verify the usage of the approved carrier list.
6. Allowable school bus speed limits are another factor that must be considered when determining whether or not a school bus can be used to do a field trip. Approved school bus speed limits will have a major impact on the amount of time the group will have to remain on-site at their destination. Per state law the maximum speed limit for school buses shall be 45 miles per hour or the minimum

allowed whichever is greater, on any highway where the maximum speed limit is 55 miles per hour or less and 60 miles per hour on all interstate highways and on other highways where the maximum speed limit is more than 55 miles per hour (with or without students). In practice, about 10 minutes of additional travel time per hour needs to be added due to the lower speeds of a school bus.

B. Preparations for Physical Supervision and Welfare of Students

The teacher(s) and/or group leader(s) shall exercise their authority in keeping order on the bus trip and should orient all students to the rules for riding a school bus. The teacher(s) or group leader(s) shall not allow the bus to depart until after all passengers have received a safety briefing from their school bus driver. A copy of this briefing is enclosed in the appendix. As a minimum, the briefing will cover the following:

- a. The need for keeping the central aisle and all emergency exits clear of all carry-on items. (May require the use of a separate vehicle)
- b. Keeping all body parts, i.e., arms, feet, etc., inside the bus.
- c. Proper sitting techniques and arrangements.
- d. Location of first aid kits, fire extinguisher and all other safety equipment on the bus.
- e. Operation and location of all emergency exits.
- f. Operation of the service door and two-way radio.
- g. Operation and location of emergency brakes.
- h. Location and use of emergency road reflectors.
- i. Procedures for evacuating the bus in an emergency.

C. Request Processing Procedures

1. Field trips should be planned as far in advance as possible. The request should be received at Transportation no later than ten school days prior to the date of the trip. Trips submitted after the ten-day cutoff will be subject to a late fee of \$60 (1-5 days late) or \$120 (6-10 days late). This reflects the added costs involved in finding drivers/resources on short notice and the increased supervisory labor costs (administrative and driving). Transportation will make exceptions to the late fee structure only for the rescheduling of trips postponed due to weather and for athletic trips associated with post-season competition.
2. Upon receipt of an electronic field trip request from a school, Transportation will complete the following:
 - a. Evaluate the request in light of available resources. Either “Approve” or “Reject” (with explanation) the request. Approval will serve as acknowledgement that Transportation is able to support the trip.
 - b. If approved contact the lead driver to find available drivers.
 - c. Schedule drivers in the transportation software system, which will provide the school with notification that the trip has been scheduled and

provide the name(s) of the driver(s) and bus number(s).

3. Prior to contacting the Transportation Department’s Transportation Service Manager, schools requesting transportation support should first confirm the start and ending time of the event to be visited, keeping in mind the school bus window of availability outlined in A-3 above.
4. To determine the number of buses needed to transport students for an off-campus instructional activity, transportation uses the rated passenger capacity of the bus. These criteria are as follows:

<u>Bus Capacity</u>	<u># Students/Elementary</u>	<u># Students/Middle-High</u>
42 Passenger	42	28
53 Passenger	53	34
68 Passenger	68	46
71 Passenger	71	48
77/78 Passenger	77/78	52

Note: Teachers/chaperones must sit two to a seat which will diminish the seating capacity for elementary trips.

Schools must specifically request any additional bus assets over and above those indicated based on the criteria listed.

5. In an effort to comply with insurance requirements, field trip shall operate without an accurate passenger manifest. A copy of the manifest is to be provided to the driver. Before providing the school bus driver a final manifest, the teacher or group leader must conduct a final roll call on the bus before departing the school. Passenger names are to be deleted or added on the manifest as required. Whenever more than one bus is used to transport a field trip, a separate manifest and roll call will be accomplished for each bus transporting passengers. The group leader may want to retain a copy of the final manifest for the school’s records.
6. School bus arrangements may be accomplished by contacting the Transportation Department’s Transportation Service Manager or designee at (434) 973-5716. The Transportation Service Manager or designee can provide information on all field trip matters involving transportation, to include selection of the driver and availability of equipment.

D. Field Trip Accident Procedures

(YELLOW SCHOOL BUS)

In the event of an accident resulting in injuries, the driver and group leader working together should take immediate steps to administer first aid to all injured persons while ensuring that all uninjured persons are properly chaperoned by another adult or a responsibly mature student.

At the normal accident scene, on-site law enforcement officials will assume control of the site and will summon needed medical or other emergency resources. However, when law enforcement personnel are not present, drivers, whenever practical, will radio the bus shop for emergency assistance using their two-way radio. If the driver is incapacitated or unable to perform this function for any reason, the group leader should call the Transportation Service Dispatcher at (434) 973-5716 option 2 during business hours (6am-5pm), who, in-turn, will contact emergency services. After hours (5pm-6am), the group leader should call the Transportation Services Answering Services at (434) 973-5716 option 1.

The group leader or designee should be prepared to provide information such as the location and general condition of the bus, the nature and number of injuries, status of the driver, and any other pertinent or relevant data.

Upon notification of an accident, Transportation will contact the affected school and provide as much information as possible regarding the well-being of the students and other passengers on the bus.

3. It is essential that the student's parents be contacted as quickly as possible. Transportation depends on the school to contact all affected parents in a timely manner.

E. Emergency or Mechanical Breakdown

1. The group leader or some responsible person shall have a cellular phone in their possession (one per bus is suggested). Transportation should be provided with cellular phone number. In addition, the group leader should possess a manifest and account for all participants to responding personnel.
2. In the event of an emergency, contact Transportation at (434) 973-5716, Monday through Friday, from 6:00 a.m. to 5:00 p.m. If the accident occurs outside of these times, the answering service at (434) 973-5716 will contact a manager.
3. Transportation maintenance shop personnel are available and may be able to assist with mechanical breakdowns and can be reached at (434) 973-7805, Monday through Friday, 6:00 a.m. to 6:00 p.m.
4. On-call personnel can provide a variety of services, to include:
 - a. Arranging for a replacement bus

- b. Dispatching police and other emergency resources
 - c. Contacting key school personnel
5. Transportation maintains a reciprocal agreement with all other Virginia school divisions. As such, we are able to take advantage of the operational and repair resources of other school divisions whenever it is deemed more expedient or more practical than dispatching recovery support from Albemarle.
 6. The group leader should prepare a written report of events anytime a bus transporting Albemarle County student is involved in an accident or incident that results in bodily injuries. A copy of the report should be provided to school and Transportation officials.

F. General Considerations for an Effective Trip

1. Whenever possible, teachers should visit the site prior to the off-campus instructional activity to familiarize themselves with the actual location.
2. Students should be made aware that the rules for riding a bus on a field trip are the same as on the regular home to school bus.
3. To ensure that the bus arrives back at the school by the 1:45 p.m. deadline the driver and group leader will agree on the time and location for the group to meet back at the bus for the return trip. Group leaders must take every possible precaution to ensure students return to the bus at the agreed upon time.

Students on a field trip do not all ride the same bus between home and school. This is true for elementary, middle and high schools. Therefore, anytime a bus returns late from a field trip, the departure of regular afternoon home-to-school buses must be delayed, causing other students not participating on the field trip to arrive home later than normal.

4. A head count should be conducted prior to departing school or the field trip location, followed by an actual roll call as soon as possible after the bus departs.
5. Arrange a pre-designated location and time to meet any student who becomes separated from the group.
6. The bus will make no unplanned stops or side trips not included in the original trip request.
7. Students will only be taken back to their school. Students may not be dropped off at or near their home on the return trip.

G. Group Leader Responsibilities

1. Ensure all students have received a safety briefing prior to departing the school.
2. Provide driver with student manifest.

Conduct roll calls.

Maintain order on the bus.

Assign time and location for the group to meet back at the bus.

Accomplish follow up report regarding accidents.

Ensure students are briefed to take all valuables off of the bus at the location of the field trip. Drivers may not be used to safeguard student valuables.

Sign Driver Trip Sheet Report form at the conclusion of the trip after all students have accounted for.

H. Driver's Responsibilities

1. Provide pre-trip safety presentation.
2. Make final determination regarding all issues related to safe operations of the bus.
3. Travel only the shortest most direct route to and from the event, making no stops or side trips (except for fueling) not included in the original trip request.
4. Obtain a copy of the student manifest.
5. Agree on time and location for the group to meet back at the bus.
6. Ensure sufficient fuel for the trip or make arrangements to re-fuel.
7. Normally, drivers will remain at the site of the event. However, if both driver and group leader agree, arrangements may be made to ensure the bus is available when the group is ready to depart, enabling the driver to depart while the group is engaged at the site.
8. Completely fill out Driver Trip Sheet Report form, including start and return times and mileage and the signature of the Group Leader.

**ALBEMARLE COUNTY PUBLIC SCHOOLS
FIELD TRIP MANUAL SECTION II**

**PROCEDURES DURING HEIGHTENED TERRORIST THREAT CONDITIONS OR SEVERE
WEATHER WARNINGS/WATCHES**

A. Assessment of Threat Climate

1. All aforementioned field trip procedures remain in effect during periods of elevated terrorist threat conditions. However, additional administrative steps are also warranted during certain heightened threat conditions to ensure field trips are conducted safely and without incident. No field trips will be allowed to areas under an imminent threat warning.
2. ACPS policies and guidelines for operating field trips during heightened terrorist threat levels are predicated on US Department of Homeland Security threat advisory guidelines.
3. In an effort to ensure conditions are favorable to conduct field trips, the Superintendent, Chief Operating Officer, and local law enforcement officials will consult all available resources to accurately determine threat climates locally as well as in other geographic regions where field trips may visit.

B. Procedures

1. During times of heightened threat assessments all travel will be subject to the guidelines established in the ACPS response to the Homeland Security Advisory system.
 - a. Elevated threat alert - all field trips traveling out of the county will be subject to review according to the alert status of the destination and the recommendation of law enforcement officials.
 - b. Imminent threat alert - all trips regardless of destination will be subject to review according to the alert status of the destination and the recommendation of law enforcement officials.
2. Prior to each trip schools must arrange and verify that the following has been completed:
 - a. Each separate group carries with them:
 1. A functional mobile communications device.
 2. A manifest with student names and parent emergency contact number (preferably more than one.)
 3. Alternative itinerary and travel route based on possible contingencies
 4. Alternative housing contingencies
 5. Alternative feeding contingencies
 6. Law enforcement contact information at the destination
 7. A plan, coordinated with building administrator for contacting parents after hours.
3. On over-night trips, students, chaperones, or sponsors requiring medication should bring extra supplies.

C. Severe Weather

Field trips should not depart any school or safe haven during severe weather warnings. Should warnings occur while on an off-campus instructional activity, participants must seek cover at other school facilities or suitable shelter. Buses should only be used as a shelter as a last resort when no other structure is available.

APPENDIX

1. Albemarle County Sponsored Generic Permission Form
2. Field Trip Passenger Manifest
3. Bus Driver Field Trip Safety Briefing
4. Albemarle County Schools Application for Educational Trip
5. Parent/Guardian Field Trip Release Form and Waiver
6. Parent/Guardian Privately Owned Vehicle Release Form and Waiver

GENERIC PERMISSION FORM A-1

Destination:

Date of event: _____

Departure time:
(From School) _____

Arrival time:
(At the Event) _____

Return time:
(To School) _____

Transportation type: _____

Per student costs: _____

Itinerary/activities in which students will engage:

Any medical problems that the teacher should be made aware of: _____

Special clothing or equipment needed: _____

Person to contact in an emergency: _____ Phone: _____

Parents are expected to be at the school upon the arrival of the bus back at the school.

I hereby grant permission for my son/daughter to participate in the activity described above.

(Parent/Guardian)

(Date)

A-2

FIELD TRIP PASSENGER MANIFEST

BUS # _____

PAGE ____ OF ____

DATE _____

Passenger Signed Up:	Roll Call		Remarks
	Departure	Return	
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____
25. _____	_____	_____	_____

26.	_____	_____	_____	_____
27.	_____	_____	_____	_____
28.	_____	_____	_____	_____
29.	_____	_____	_____	_____
30.	_____	_____	_____	_____
31.	_____	_____	_____	_____
32.	_____	_____	_____	_____
33.	_____	_____	_____	_____
34.	_____	_____	_____	_____
35.	_____	_____	_____	_____
36.	_____	_____	_____	_____
37.	_____	_____	_____	_____
38.	_____	_____	_____	_____
39.	_____	_____	_____	_____
40.	_____	_____	_____	_____

A-3

BUS DRIVER

FIELD TRIP SAFETY BRIEFING

HELLO, I AM _____ AND I'M YOUR DRIVER FOR TODAY'S FIELD TRIP.

BEFORE WE GET STARTED I WANT TO TAKE A MOMENT TO EXPLAIN SOME SAFETY REQUIREMENTS AND SAFETY FEATURES OF THE BUS. ONCE THE BUS IS IN MOTION, ALL ARMS, LEGS AND HEADS MUST REMAIN INSIDE...IT IS IMPORTANT THAT EVERYONE REMAIN PROPERLY SEATED... STANDING OR WALKING WHILE THE BUS IS MOVING IS NOT PERMITTED...ALSO, THE CENTER AISLE AND ALL EMERGENCY EXITS MUST REMAIN CLEAR AT ALL TIMES... IF FOR ANY REASON WE HAVE TO EVACUATE THE BUS, THERE ARE (#) EMERGENCY EXITS LOCATED (*POINT OUT EACH EXIT*) ...DEPENDING ON THE SITUATION, WE MAY HAVE TO EVACUATE USING ANY ONE OF THE EXITS OR ALL OF THEM AT THE SAME TIME... YOU ARE ASKED TO PLEASE KEEP CONVERSATION DOWN TO A LEVEL THAT WILL PERMIT THE DRIVER'S INSTRUCTIONS TO BE HEARD THROUGHOUT THE BUS...ALSO; HEADSETS MUST BE USED TO PLAY ALL AUDIO OR VIDEO

EQUIPMENT...IN ADDITION TO THESE SAFETY REQUIREMENTS, THERE ARE SEVERAL EMERGENCY SAFETY ITEMS ONBOARD THE BUS, THEY INCLUDE: A FIRST AID KIT, FIRE EXTINGUISHER, AND EMERGENCY ROAD REFLECTORS LOCATED AT THE FRONT OF THE BUS (*POINT OUT THESE ITEMS*). IF THE BUS WAS INVOLVED IN AN ACCIDENT, YOU MIGHT BE REQUIRED TO OPERATE CERTAIN EQUIPMENT TO INCLUDE: THE FRONT LOADING DOOR, EMERGENCY EXIT DOORS OR WINDOWS, THE EMERGENCY WARNING LIGHTS, TWO-WAY RADIO AND/OR THE EMERGENCY BRAKE...PLEASE WATCH CLOSELY AS I DEMONSTRATE THE OPERATION OF EACH OF THESE FEATURES (DEMONSTRATE)...THIS CONCLUDES THE BRIEFING...ARE THERE ANY QUESTIONS?

A-4

ALBEMARLE COUNTY SCHOOLS

Application for Educational Trip

School: _____ Class or Group: _____

Teacher/Sponsor: _____ Number of Students: _____

Destination: _____ Number of Adults: _____

.....
Educational Objective (s): _____

Pre-Activity (ies): _____

Follow-Up: _____

Inclusive Date (s) of Trip: _____
(Day of Week) (Date) (Day of Week) (Date)

Time of Departure: _____ Time of Return: _____



Application Date: _____

Teacher's Signature

Principal's Signature

A-5

PARENT/GUARDIAN FIELD TRIP RELEASE
FORM AND WAIVER

I am the parent or guardian of _____, a minor. As part of the school field schedule for _____, I have requested of school officials that my son/daughter _____ be permitted to travel in a private vehicle to this off-campus instructional activity with _____. I hereby authorize my child to travel in this private vehicle and with this person, instead of a school- provided transportation, even though I realize and understand that the Albemarle County Public Schools are not required to do so.

As a result of my request, I agree to assume all responsibility for and risk of injury to my child as a result of this private transportation arrangement. I agree to indemnify and hold harmless the Albemarle County Public Schools or its respective officers, employees or representatives from any claims, including attorney's fees, which I might make on my child's behalf or which might be made on his/her behalf by others, or which might be made against me by others, arising from my child's transportation in a private vehicle to this off-campus instructional activity.

I agree that it shall be my sole responsibility to ensure that the driver/owner of the private vehicle in which I have authorized my child to travel carries adequate liability and casualty insurance as required by Virginia law, and that

such vehicle is in a safe condition. I further agree that the Albemarle County Public Schools shall have no responsibility or liability whatsoever in the event such driver/owner vehicle lacks adequate insurance or that the vehicle is unsafe or defective in any manner. If required by school officials, I agree to provide written evidence of such insurance.

Dated: _____

Parent/Guardian

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RELEASE FORM

PARENT/GUARDIAN PRIVATELY OWNED VEHICLE
RELEASE FORM AND WAIVER

Date of Off-Campus Instructional Activity/Athletic Event: _____

Description of Off-Campus Instructional Activity/Athletic Event:

I have agreed to provide transportation to students from _____ School in my private vehicle for a school-sponsored off-campus instructional activity/athletic event. I agree to assume all responsibility for and risk of injury to children riding in my private vehicle on this trip/event.

I agree to indemnify and hold harmless the Albemarle County Public Schools or its respective officers, employees or representatives for any claims, including attorney's fees, which might be made on behalf of others, or which might be made against me by others, arising from having been transported in my private vehicle for this trip/event. I agree further that the Albemarle County Public Schools and its respective officers, employees or representatives shall have no liability whatsoever, of any kind, that may arise from the provision of transportation or related services by me as stated above.

I agree to provide written proof that I have adequate liability and casualty insurance as required by Virginia law and the Albemarle County Public Schools and that my vehicle is in safe operating order. I further agree that the Albemarle County Public Schools shall have no responsibility or liability whatsoever in case of injury or damages that may result from my providing transportation in my private vehicle for this trip/event.

Dated: _____

Signature