

Classroom Field Trip Coordinator



Purpose: Field trips require extensive administrative work: booking, fund distribution and collection of paperwork, and monitoring compliance of documents. In order to ensure smooth and safe trips, the field trip chair has responsibility for administrative tasks related to field trips.

Prerequisites/Requirements: Good organizational skills

Job Description/ Responsibilities

At the beginning of the year:

- Read PTO Handbook policies related to this job.
- Attend orientation meeting with Vice-Presidents regardless of level of experience in this job or in the school.
- Obtain copies of field trip emergency information questionnaires from ombuds.
- Make copies to give to each driver for use in an emergency.
- Meet with teacher to establish field trip guidelines and distribute to all parents in class. Include call-in procedure or provide reference page for call-in procedure in the handbook.
- Check to see that all field trip drivers have required documentation on file: copy of valid driver's license; check expiration date, insurance on file; check expiration dates, volunteer driver's form and Negative TB test; check expiration date. (Obtain monthly update from ombuds or school record keeper.)

To arrange trips:

- Contact destinations to arrange tours, reservations, tickets, and time to allow for trips.
- Be certain of the traveling direction and time needed for the trip; prepare clear, accurate maps for each driver if necessary. Make maps/directions available to the drivers prior to the day of the trip.
- Meet with teacher to discuss and arrange field trips.
- Present upcoming field trips to parents at planning meetings.
- Call parents to drive field trips if more drivers are needed.
- Arrange call-ins.

Prior to each trip:

- Complete all district required paperwork:
 - The Request for Field Trip forms must be submitted to the office 2 weeks prior to the trip (2 months prior for overnight). The kitchen is notified by the office.
 - Send permission slips home for parent signature; collect all permission slips. Note if multiple trips are listed on one form, the form must allow sign off for each trip. (Note after the last field trip, all forms are to be turned in to the office.
 - Request for private vehicle or walking field trip; submitted to office.

- Confirm with those who have agreed to drive.
- Send home notes on planned field trips stating any special clothes, shoes, bag lunches, water, or snacks needed.
- Send an emergency form for each child with the parent drivers.
- Make sure parents driving are sure of field trip guidelines.
- Provide directions for the drivers, including clear, accurate maps if necessary.

Arrange for students to be dropped off at proper location if the field trip extends past dismissal time.

Also:

- Interact and cooperate with other field trip chairs to plan cross-grade trips.
- Keep records of each field trip for next year's class field trip chair, including any clear, accurate maps you may **have used**.
- Collect checks made out to *OSSPTO* for any event that requires money and give them to the treasurer. Prepare any reimbursement requests needed.

End of year:

- Place useful information such as directions, contacts, cost, etc. for successful field trips into Field Trips Binder that shall be kept in the parents' library
- **Kindergarten:** Distribute Order Forms for **Kinder T Shirts**. Collect money, organize order and turn into PTO. **WASH SHIRTS AFTER FIELD TRIPS AND RETURN TO CLASS ROOM.**
- **Kindergarten-3rd Grade:** Send reminder a day or two ahead of trip to bring in **CAR SEAT** or **BOOSTER SEAT**. Be at school early on the day of the trip to organize car seats according to driver listing. Call parents who forgot car seats. (Extra car seats available in the parent room)
 - Be aware of car seat laws. Currently children under the age of 8 are required to be secured in a car or booster seat. Children who are 8 years old OR at least 4'9" may be secured by a booster seat, but at minimum wear a seat belt.

Financial Responsibility: none

Hours Recording Procedure: Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours: 45 **Reports to:** Class Ombud

Selection Process: Elected by class membership

Term: August to June

Revised 5/24