



Hart District Regional Occupational Program

ROP FIELD TRIPS

Complete form at least one month in advance (your earliest booking increases bus availability):

- 1) Confirm budget for field trip
- 2) Determine if Chaperones are needed
- 3) Submit Field Trip Request Form through your advisor and include the following:
 - Date(s) of Trip
 - Names of Classes/Teachers Participating
 - Departure/Return Site
 - Time of Departure from School/Time of Return to School
 - Destination/Address
 - Purpose of Trip
 - Number of Students Participating
 - Type of Vehicle Desired

District Van

8 passenger maximum

Include driver's name - May be driven only by Hart District Employees with Driver Clearance.

After your trip has been confirmed by your advisor, coordinate pickup of vehicle and keys by contacting Transportation at 661.259.0033 x339. Do not contact Transportation directly until after the trip has been confirmed.

Bus

After your trip has been confirmed by your advisor

- You are responsible for confirmation. Click the link to the "Weekly Trip Report" at www.hartdistrict.org under Departments/Transportation to confirm date, departure/return times and location of pickup.
- You are responsible for confirming cancellation if you cancel your trip. If you fail to cancel a scheduled bus and/or your class doesn't show up at departure time, your budget will be charged the cancellation fee which may be equal to the full quoted cost.

AFTER HOURS PHONE NUMBER FOR TRANSPORTATION
(661) 259-4532

FIELD TRIP FREQUENTLY ASKED QUESTIONS

Can I schedule a field trip without using a bus?

You can schedule a temporary “classroom change” within the Santa Clarita Valley. The class must begin and end in the same location. No moves may occur during the class session. Students can be asked to provide their own transportation to the new meeting place, however, the meeting cannot be mandatory for students who are unable to find transportation.

Can I schedule a field trip outside of the Santa Clarita Valley?

Yes, however you must schedule a bus for the trip.

When do I need permission slips?

- Your advisor will give you a partially completed “Parent’s or Guardian’s Permission for Field Trip and Authorization for Medical Care” form. This must be passed out to each student going on the field trip, signed by a parent and returned to you PRIOR to the field trip. On the day of the field trip **NO STUDENT CAN GO ON THE FIELD TRIP IF YOU DO NOT HAVE THIS FORM, NO EXCEPTIONS.** This form is kept by you at all times on the field trip. **NO EXCEPTIONS.**
- If your field trip is during the regularly scheduled school day the student will also need to have the “Student Trip Authorization” form completed and signed by a parent AND ALL their teachers. Once this form is completed it needs to be given to the R.O.P. Advisor AT THEIR HOME SCHOOL SITE BEFORE THEY GO ON THE FIELD TRIP. **NO EXCEPTIONS.**

Can parents drive students in lieu of booking a bus for field trips?

NO.

Are there limitations on the dates I can schedule a trip?

No field trips can be scheduled on furlough days or legal holidays.

No field trips can be scheduled during the school day on special testing dates. See your advisor for test schedule.

Can I schedule a field trip during “regular” school hours?

Only trips that cannot be scheduled after hours and provide experiences that meet curriculum standards will be approved during the regular school day. Every effort must be made to minimize the amount of school students will be missing. Each student must obtain permission from each of their day teachers to participate.