

Request for Field Trip Approval Form

This form must be received and approved by the Central Office Administrator prior to the announcement of the requested field trip.

☒ GENERAL INFORMATION:Date of Request: 01/03/2024Field Trip Location: Washington D.C.Start Date of Requested Field Trip: 03/12/2024End Date of Requested Field Trip: 03/15/2024School: Vineville Academy of the ArtSchool Group: 5th GradeProposed Number of Students: 63Proposed Number of Adults: 15Field Trip Paid By: School and StudentsTrip Tracker ID #: AT-02123Organizing Teacher #1: Brian Doud

Contact #: _____

Organizing Teacher #2: Stacy Hinson

Contact #: _____

Other School Personnel: Mckenzie Deshazer

Contact #: _____

Other School Personnel: Kristy Graham

Contact #: _____

☒ DESTINATION: Please provided a detailed schedule of any stops. See attached☒ Educational Purpose of Field Trip: See attached☒ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):\$899 - \$1085 depending on room occupancy chosen

BD A permission slip will be distributed to all parents that includes the following statement: No student will be denied participation due to the inability to pay or raise funds.

BD A copy of an emergency information card for every student including updated contact numbers, any known allergies, any known medical conditions, physician, and insurance information will be taken on the projected field trip.

BD The necessary professional leave of absence requests will be submitted via Aesop according to the established guidelines of the Professional Learning Department.

☒ TRANSPORTATION: Time Bus(es) to pick up at School: 5:30 Time Bus(es) To Return to School: 8:30

According to the Bibb County School District Field Trip Guidelines, there are only three modes of transportation that will be considered for approval. This projected field trip will utilize the following mode of transportation:

☐ Parent/Legal Guardian Will Transport His/Her Own Child

 The following statement is a true statement regarding the projected field trip: "Each individual parent or legal guardian will transport his or her own individual child and will be responsible for his or her own individual child for the field trip in its entirety." The preceding statement will be included on the parent permission slip. If initialed, move directly to the Affirmation section.

☐ School Bus Number of Buses Proposed: _____

If a school bus is requested and you have proposed a school-based driver, i.e. coach with a CDL, provide their name(s) below. Note: school-based bus drivers must be approved by the Transportation Department.

1. _____ School: _____

2. _____ School: _____

☒ Charter Bus Number of Buses Proposed: 2 Charter Bus Company: Five Star Travel, Inc☒ The proposed charter bus company is an approved carrier

☒ Proof of insurance valid through the end of the requested field trip is attached for the proposed charter bus company. (Proof of insurance must be considered and may be required to be submitted when any mode of transportation is proposed to be utilized other than a school bus).

☒ CHAPERONES

BD Chaperone guidelines are met with at least one chaperone with every ten students for the duration of the day field trip.

BD Criminal Background Check Authorization Form approval(s) for non-Bibb BOE chaperone(s) projected to chaperone will be received before requested day field trip.

BD Chaperone guidelines are met with at least one chaperone with every five students for the duration of the overnight field trip or out-of-state field trip.

BD Fingerprinting approval(s) for non-Bibb BOE chaperone(s) to chaperone an overnight field trip will be received before an overnight field trip.

☒ GENERAL PRECAUTIONS

BD Each attending teacher is responsible for each student attending the field trip; however, each chaperone will have a group of students under their direct and close supervision for the duration of the projected field trip.

BD A teacher and chaperone orientation will be conducted and signatures obtained to indicate the teachers and chaperones received the necessary orientation prior to the requested field trip. A copy of the orientation guidelines should be stapled to the orientation sign-in sheet and kept on file at the school.

BD The Principal will have the contact number(s) for each teacher and chaperone attending prior to the field trip.

BD Roll checks will be conducted each time students enter or leave the bus and enter or leave a destination.

BD Monitoring provisions and safety precautions will be discussed with each chaperone prior to the requested field trip. Each chaperone has the contact number(s) for the organizing teacher(s).

BD Monitoring provisions and safety precautions will be submitted to the Principal in detailed written form for his or her approval prior to the requested field trip.

BD The bus route for this trip will be submitted to the Principal prior to the requested field trip.

BD Prior to the requested field trip, proper arrangements will be made at the school for the administration of medication while on the projected field trip according to the Bibb County School District Field Trip Guidelines.

BD Emergency meeting locations will be discussed with students and chaperones prior to the requested field trip.

BD Swimming will not be allowed during the field trip and field trip participants will not be allowed in the pool area.

BD A standard first aid kit will be on each bus.

BD The organizing teacher will assign each student a "buddy" of the same gender for the duration of the field trip.

☒ OVERNIGHT FIELD TRIP REQUEST AND/OR OUT-OF-STATE REQUEST

BD The organizing teacher will ensure that all Pay-Per-View Movies will be disabled in all rooms prior to arriving at the hotel.

BD The organizing teacher will ensure that all long distance calling features will be disabled in all rooms prior to arrival at the hotel. Room to room calling will be provided and allowed in case of emergency. Room numbers of each teacher and chaperone will be provided to students in case of emergency.

BD All student doors will be taped and initialed for overnight by the organizing teacher at the final room check. The organizing teacher will remove the tape during the wake-up call and will ensure that all students are accounted for.

BD Student doors will be monitored overnight by teachers, chaperones, or by a security guard who has background check approval through his or her employing company.

BD Teachers will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

BD Chaperones will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

BD Individuals of one gender will not be allowed in the room of the opposite gender.

BD A detailed Overnight Safety Plan will be submitted to the Principal for review and approval in advance of the projected field trip.

BD A proposed itinerary (complete with as many details as possible) is attached. A final itinerary (complete and detailed with every moment packed with details for the entire time) will be submitted to the Principal two weeks prior to the requested field trip.

BD If students are to travel overnight on a bus, one gender will be seated at the front of the bus with the other gender at the rear of the bus with teachers and chaperones dispersed throughout the bus.

Affirmation

As the Principal and as the organizing teacher, respectively, I have reviewed the requested field trip and confirmed that all information included in the Bibb County School District Field Trip Guidelines has been addressed and I affirm that all required items indicated on this form are included and will be sent to the Central Office Administrator (requested day field trips) or Ben Bridges (all requested overnight field trips) a minimum of four weeks prior to the requested start date of the requested field trip. **If applicable: I affirm that for presentation to be made to the Bibb County Board of Education, this Request for Field Trip Approval Form for an overnight field trip that is also an out-of-state field trip will be sent as an overnight field trip request at least ten weeks prior to the start date of the field trip.** I understand that approval of this requested field trip is also the method of approval for student instructional absences.

As the Principal, I approve the field trip.

Teacher's Electronic Signature: **Brian Doud**

Digitally signed by Brian Doud
Date: 2024.01.04 14:52:40 -05'00'

Principal's Electronic Signature: **Kristy French Graham, Principal**

1/4/24

Determination of Central Office Administrator:

☐ Approved

☐ Disapproved

Electronic Signature of Central Office Administrator for Zone:

Once considered for approval and the electronic signature of the Central Office Administrator is affixed, transmit this electronic document via e-mail to the requesting Principal and Barbara Addison (Barbara.Addison@bcsdk12.net), Field Trip Coordinator, Transportation Department.

VINEVILLE ACADEMY OF THE ARTS

5th Grade Washington D.C. Field Trip

EDUCATIONAL PURPOSE AND INSTRUCTIONAL RATIONALE:

The educational purpose and instructional rationale of the trip is to enhance student learning through live and in person tours of historical Washington D.C.

All 5th grade historical and government standards will be addressed through tours, museums, and monuments.

The Washington D.C. field trips are recognized as a viable means of providing educational opportunities that would not be available in the classroom.

5th Grade Social Studies Standard: SS5CG1, SS5CG3, SS5CG, SS5E2



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“Travel is the only thing you buy that makes you richer.”



Vineville Academy of the Arts

March 12-15, 2024

Washington, DC

Itinerary

March 12, 2024, Tuesday

05:00 AM Students meets at Vineville Academy ready to board motor coach
Motor coach report: Lewis Bus Lines
Augusta, GA

05:30 AM Motor coach departs enroute to Washington, DC
Stopping at State Welcome Centers along the way for rest stops

11:00 AM Lunch (included) Chick Fil A
2701 David H McLeod Blvd
Florance, SC

11:45 AM Group continues to travel north

5:45 PM Dinner (Included \$15.00 cash for this meal)
Potomac Mills Outlet
2700 Potomac Mills Circle
Woodbridge, VA

6:30 PM Group boards motor coach and transfers to hotel

6:45 PM Group checks into hotel: Hampton Inn
1240 Annapolis Way
Woodbridge, VA

7:15 PM Doors will be taped.

9:00 PM Lights out as directed by teachers and staff
Hotel security reports for duty

March 13, 2024 Wednesday

06:00 AM Hotel security is relieved from duty

06:30 AM Wakeup call
Breakfast at hotel

07:45 AM Group boards motor coach and departs hotel

08:30 AM Group arrives at US Capitol drop off

08:45 AM Group picture

09:00 AM Group walks up Capitol Hill to begin tour

09:20 AM Tour of US Capitol begins

10:00 AM Tour ends- group walks to Library of Congress

10:45 AM Group assembles and walks to Supreme Court

11:15 AM Group boards motor coach and transfers to lunch

11:30 AM Lunch (included \$17.00 cash) L'Enfant Plaza
429 L'Enfant Plaza SW
Washington, DC

He will cover you with His feathers, and under His wings you will find refuge. (Psalm 91:4)

Specializing in Churches * Civic Groups * Educational group travel for students

Ben Amerson * Owner & Travel Consultant

Email address: fivestarttravelsofmacon@gmail.com

P.O. Box 888 Forsyth, GA 31029

Phone: (478)718-0554



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- 12:15 PM Group boards motor coach and transfers to Arlington Cemetery
- 12:30 PM Group arrives at Arlington National Cemetery begins walking tour
Group view Changing of the Guard at the Tomb of the Unknowns
Custus- Lee House, Kennedy Hill, Space Challenger Memorial
- 2:30 PM Group boards motor coach and transfers to Iwo Jima Memorial
- 2:45 PM Iwo Jima Memorial
- 2:45 PM Group transfers to Air Force Memorial
- 3:00 PM Air Force Memorial
- 3:15 PM Group transfers to Pentagon 911 Memorial
- 3:30 PM Group walks to Pentagon 911 Memorial
- 4:30 PM Group walks to Pentagon City Mall
- 4:45 PM Dinner (\$17.00 cash included) Pentagon City Mall
1100 S Hayes Street
Arlington, VA
- 5:45 PM Group meets motor coach and transfers to Eisenhower Memorial
- 6:00 PM Group arrives at Dwight D. Eisenhower Memorial
- 6:15 PM Group boards motor coach and transfers to WWII Memorial
- 6:30 PM WWII Memorial
- 7:00 PM Group boards motor coach and transfers to hotel
- 7:30 PM Group arrives back at hotel
- 8:00 PM Doors will be taped.
- 9:00 PM Lights out as directed by teachers and staff
Hotel security reports for duty

March 14, 2024 Thursday

- 06:00 AM Hotel security relieved from duty
- 06:30 AM Wake up call
Breakfast at hotel
- 07:45 AM Group boards motor coach and transfers to Jefferson Memorial
- 08:15 AM Jefferson Memorial
- 08:40 AM Franklin D Roosevelt Memorial
- 09:00 AM Martin Luther King Jr. Memorial
- 09:20 AM Group transfers to National Cathedral via Embassy Row
- 10:00 AM National Cathedral tour begins
- 10:30 AM Group transfers to lunch L' Enfant Plaza (\$17.00 cash included)
- 11:00 AM Lunch
- 11:45 AM Group transfers to Smithsonian's
American History Museum- Natural History Museum- Air and Space Museum-
African American History and Culture Museum- National Archives
- 2:45 PM Group meets and transfers to Mount Vernon
- 3:15 PM Group arrives and begins tour of Mount Vernon

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5:15 PM	Group boards motor coach and transfers back into Washington, DC
5:45 PM	Dinner- Pentagon City Mall
6:30 PM	Group boards motor coach and White House for photo opportunity
7:15 PM	Group transfer to Korean Memorial- Lincoln Memorial Vietnam Memorial
7:30 PM	Walking tour begins
8:45 PM	Group boards motor coach and transfers to Law Enforcement Memorial
9:00 PM	Law Enforcement Memorial
9:15 PM	Group boards motor coach and transfers back to hotel
9:45 PM	Group arrives back at hotel
10:00 PM	Lights out as directed by teachers and staff Hotel security reports for duty
10:15 PM	Doors will be taped.

March 15, 2024 Friday

06:00 AM	Hotel security is relieved from duty
06:30 AM	Wake up call Breakfast at hotel
07:45 AM	Group loads luggage motor coach and departs hotel
11:45 AM	Lunch Golden Corral (Included) 100 Towne Centre Plaza Smithfield, NC
12:30 PM	Group continues traveling south
6:00 PM	Dinner_ Chick Fil A (Included) 3066 Washington Road Augusta, GA
6:45 PM	Group continues traveling enroute to Vineville Academy
8:30 PM	Estimated time of arrival back at Vineville Academy

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/03/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Solomon Deaton & Buice, LLC 756 Poplar Street P.O. Box 227 Macon GA 31201	CONTACT NAME: Brandie O'Neal PHONE (A/C, No, Ext): (478) 742-1275 E-MAIL ADDRESS: boneal@sdbins.com FAX (A/C, No): (478) 742-1207
INSURED Five Star Travels P O Box 888 Forsyth GA 31029	INSURER(S) AFFORDING COVERAGE INSURER A: USLI INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** CL2310432601 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: PROFESSIONAL LIABILITY			PPP1555642A	04/04/2023	04/04/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 PROFESSIONAL LIAB \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED ☐ RETENTION \$ ☐ OCCUR ☐ CLAIMS-MADE ☐						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

BIBB COUNTY BOARD OF EDUCATION

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER COMMERCIAL INSURANCE SERVICES PO BOX 448 Lincolnton, GA 30817		CONTACT NAME: KELLY CHAPMAN PHONE (A/C No., Ext): (706)359-1499 E-MAIL ADDRESS: kelly@comins.net FAX (A/C No.): (706)359-7321	
INSURED LEWIS LEASE EQUIPMENT CO., INC. d/b/a LEWIS BUS LINES P O Box 5627 Augusta, GA 30906		INSURER(S) AFFORDING COVERAGE INSURER A: AUTO OWNERS INSURER B: NATIONAL INTERSTATE INSURANCE CO INSURER C: NATIONAL LIABILITY & FIRE INSURANCE INSURER D: INSURER E: INSURER F:	
		NAIC # 18988 32620	

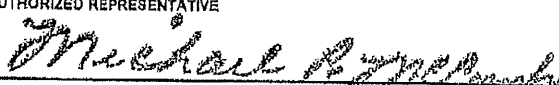
COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			53 996 775 00	8/20/2023	8/20/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CAR 0132799 21	4/18/2023	4/18/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UNINSURED MOTORIST \$ 25,000
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	WC 2022 77370 01	12/29/2022	12/29/2023	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 104, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

BIBB COUNTY BOE 484 MULBERRY STREET MACON, GA 31201 MACON, GA 31201 flvestartravelsofmacon@gmail.com	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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