



# El Centro Elementary School District

1256 Broadway, El Centro, CA 92243

## RELEASE FORM FOR THE TRANSPORTATION OF STUDENTS BY PARENTS/GUARDIANS AFTER FIELD TRIPS

In accordance with District Administrative Regulation 6153. These are the procedures for parental/guardian release for private transportation on school-sponsored field trips.

1. Student(s) must take District transportation TO the field trip in order to participate.
2. Student(s) may leave with parent after the field trip, if this release form been completed and approved.
3. The approval process is as follows:
  - a. The parent completes this form and turns it in with a valid driver's license and proof of insurance to their student's school site at least **5 days prior** to the trip.
  - b. The school Principal or Designee will verify the required documents and sign the form.
  - c. A copy of the approved form will be given back to the parent. The parent will need to provide the copy to the teacher when picking up the student from the field trip.

*The Superintendent or Superintendent's Designee has the authority to override aspects of the field trip policy for extenuating circumstances.*

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_

FIELD TRIP LOCATION: \_\_\_\_\_ AND DATE: \_\_\_\_\_

*I hereby certify that I am the parent/guardian of the student mentioned above. I am voluntarily choosing to pick-up my child from the above mentioned field trip location. By signing this statement, I am releasing El Centro Elementary School District of any and all liability that may arise as a result of transporting my child.*

Parent/Guardian (Printed Name): \_\_\_\_\_

Parent/Guardian (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

### ***To be completed by School Site Staff:***

☐ COPY OF VALID DRIVERS LICENSE

☐ PROOF OF INSURANCE (MINIMUM REQUIREMENTS):

Public Liability

Bodily Injury.....\$100,000/\$300,000 per accident

Property Damage..... \$50,000 per accident

Medical Payments.....\$2,000.

☐ DATE APPROVED BY SCHOOL PRINCIPAL/DESIGNEE: \_\_\_\_\_

☐ PRINCIPAL/DESIGNEE SIGNATURE: \_\_\_\_\_

**\*Provide a copy of the approved form to the parent/guardian prior to the field trip.**