

PLYMOUTH COMMUNITY SCHOOL CORPORATION

CHECKLIST FOR TRIPS

The following items should be confirmed prior to the start of any field or other Corporation-sponsored trip.

- _____ 1. **Approved Field Trip Request** (2340 F1)

- _____ 2. **Properly Certified Driver**

- _____ 3. **Parental Consent** (2340 F2)

- _____ 4. **Medical Emergency Release Form** (5341 F1) (if applicable)

- _____ 5. **Safe Vehicle in Good Running Order**

- _____ 6. **First Aid Supplies**

- _____ 7. **Equipment and Supplies**

- _____ 8. **Food and Water** (if applicable)

- _____ 9. **Visiting Agreements and Permits** (if applicable)

- _____ 10. **Distribute a list of students to teachers affected.**