

**School Field Trip Procedures
Manual & Exhibits
&
Educational Enhancement Opportunity**



Striving to be the BEST!

Corbin Independent Schools

November 2011

Exhibits

- a. Administrative Procedure 09.36 AP.211 - ***School-Related Student Field Trip Request Form***
- b. Form - ***School-Related Student Trip Permission Slip and Medical Release Form***
- c. Board Policy 09.36 - **School Related Student Trips**
- d. Administrative Procedure 09.36 AP.1 - **School-Related Student Trips**
- e. Board Policy 09.3 - **Student Activities**
- f. Administrative Procedure 09.221 AP.1 - **Supervision of Students**
- g. Administrative Procedure 09.123 AP.2 – **Educational Enhancement Opportunity Request Form**
- h. KDE – ***KDE Position on Out of State Field Trips and Medication Administration***
- i. Form - **Employee Auto Insurance Affidavit**
- j. Form - **Volunteer Auto Insurance Affidavit**

School Field Trip Procedures

Corbin Independent Schools

October 2011

- A. Introduction** -The purposes of "School Field Trip Procedures" are to help ensure the safety of all students, staff, and volunteers; to provide the guidelines for school field trips; and to help lower the district's liabilities by reducing risks.
- a. Board policy** – The Corbin Board of Education [Board] recognizes student field trips as being a legitimate part of school activities. Field trips will be properly planned and conducted according to approved procedures and policies. These "Procedures" supplement the district's Board policies and administrative procedures, [09.36; 09.36 AP.1; 09.36 AP.21; 09.36 AP.211].
 - b. Definitions:**
 - 1. Field trip** – A field trip occurs when students leave school grounds for an activity that is part of a school sponsored program, to include: curriculum related study; an extension of classroom instruction; interscholastic athletics; or part of a school sponsored club/group activity.
 - 2. Field trip types:**
 - i. Educational field trip** – This field trip is **RELEVANT** to the curriculum and provides an educational experience for the student that is beyond the regular classroom. This would include student participation in activities for the arts. An educational field trip will count as instructional time. The "***School-Related Student Trip Request Form***" will detail the relationship of the field trip to the curriculum.
 - ii. Non-educational field trip** – This field trip is **NOT** an extension of the district's curriculum and when taken during regular school instructional hours **WILL NOT** count as instructional time. Students participating during school time in local or state sponsored school events will not be counted absent for attendance incentive programs.
 - iii. Athletic events** – Participating or attending an athletic event is considered a non-educational field trip. When the event occurs during the regular school day the time **WILL NOT** count as instructional time. Students participating during school time in local or state sponsored school events will not be counted absent for attendance incentive programs.
 - 3. Sponsor** – The teacher or school employee/staff requesting permission for a field trip and responsible for its planning, organization, and supervision.
- B. Student participation**
- a.** No student may be excluded from participating in an Educational or Non-educational Field Trip due to the following: inability to pay, a need for health services, or a documented disability.
 - b.** All schools will be encouraged to provide field trip opportunities, especially educational field trips, available equally to all students.
 - c.** A student may be excluded from the field trip upon request of the parent/guardian or the student may be excluded for a reason[s] that is communicated to the student and parent/guardian in advance of the field trip. All student exclusions require approval by the school principal.
- C. Field trip requirements**
- a. Request Field Trip** – The "***School-Related Student Trip Request Form***" is to be completed and submitted to the principal per the date requirements listed on the form. The sponsor of the field trip will contact the transportation director on the availability of school buses prior to submitting the request to the Principal.
 - b. Administrative/Board Approval** – The principal has the authority to approve day field trips that are within 150 miles of Corbin and recurring day field trips [same activity on a regular basis]. The superintendent has the authority to approve field trips that exceed 150 miles of Corbin. Board approval is required on field trips that are overnight/extended days and includes approval from school principal and superintendent. The superintendent has the authority to approve an overnight/extended days trip when planning of the trip cannot be completed 45 days prior to the event; such as an academic team winning the region and going on to state completion the following week. See section **E. Athletic Travel** for approval procedures of athletic travel.
 - c. Parent/Guardian Consent** – Prior to the field trip, a parent/guardian must provide in writing, "***School-Related Student Trip Permission Slip and Medical Release Form***", giving permission for their child to participate in the field trip. The consent documentation will be maintained at the school.

- d. **Transportation Regulations and Approval** – When school buses are used for transportation, contact the director of transportation to make sure buses are available on the date of the field trip. A passenger list is to be maintained by the field trip sponsor, bus operator, and principal. See section **F. Transportation** for details.
- e. **Supervision and Volunteers** – A district teacher, faculty member, or administrator must accompany students on the field trip. See section **G. Supervision and chaperones** for details.

D. Attendance and instructional time - The state has strict guidelines on instructional time for students. The following clarifications are made for approved field trips:

- a. **Educational Field Trip** – Students are counted as present in school and counted as instructional time when participating in an **educational field trip** that occurs during the regular school day.
- b. **Non-educational Field Trip/Athletic Event** - When students are attending or participating in a **non-educational field trip or an athletic event** that occurs during regular school hours the time **WILL NOT** be counted as instructional time. The missed time will not be counted in the calculation of average daily attendance [ADA] for state [SEEK] funding [702 KAR 7:125 Pupil Attendance]. A student’s absence to attend a school sponsored non-educational field trip or athletic event will be counted as an excused absence.
- c. **Educational Enhancement Opportunities** – A parent/guardian may request that the time their student is signed out of school for an educational activity be counted as instructional time. The activity needs to have significant educational value and be related to the core curriculum. Complete the **Educational Enhancement Opportunity Request Form** [09.123 AP.2] and submit to the student’s principal a minimum of five [5] school days prior to the activity.

E. Athletic travel - The district athletic director and school principal will act as Board designees to oversee and approve the travel involved with athletics. In addition, overnight travel for athletic teams require Board approval, with request submitted a minimum of 45 days prior to the trip. The superintendent has the authority to approve overnight/extended days athletic trip when planning of the trip cannot be completed 45 days prior to the trip, such as a team winning the regional tournament and then playing the following week in state competition.

F. Transportation – Transportation for field trips may be provided by a Corbin Independent school bus, common carrier, or students may walk to and from the field trip destination. Common carrier will include motor coaches, limousines, trains, riverboats, airlines, or school buses owned by other vendors.

The school district discourages the use of private vehicles to transport students. However, when a private vehicle is used to transport students, the **owner of the vehicle** must submit prior to the field trip an **Employee Auto Insurance Affidavit** or a **Volunteer Auto Insurance Affidavit** to the insurance department at 108 Roy Kidd Avenue, Corbin, Kentucky. With proper parental authorization, a student may transport himself or herself, but **under no circumstances may a student transport another student.** If a parent/guardian transports only their own child or if a student transports only himself or herself, the **Employee or Volunteer Auto Insurance Affidavit** is not required.

The following items are to be followed:

- a. Obtain approval from the director of transportation on the availability of a school bus prior to submittal of the field trip request to the principal.
- b. School buses need to return no later than 2:30 pm when field trips are taken during a regular school day, unless prior approval received from the director of transportation.
- c. All passengers must be given emergency evacuation instructions prior to departure of the vehicle.
- d. Prior to departure, a passenger list must be given to the driver of the vehicle and the principal. The trip’s sponsor is to maintain in their possession throughout the trip a passenger list with emergency contact numbers.
- e. The aisle of the bus shall be kept clear of all items, such as luggage and coolers. No item shall be inside the bus that is not in the possession of a passenger. Review KDE position paper and training manual for school bus operations details.
- f. No vehicle designed to carry more than nine passengers, in addition to the driver, shall be used for transporting students, unless that vehicle meets Kentucky Minimum Specifications for school buses.
- g. Meals and housing are to be provided for the bus driver.
- h. Contact staff at the transportation department [606] 215-4674 or central office [606] 528-1303 with transportation questions.

- G. Supervision and chaperones** – Staff and chaperones must exercise close control over the students during the full field trip. The trip sponsor will develop procedures that will be followed to provide for regular accounting of students during the trip. The principal will review the procedures with the trip sponsor and grant approval prior to the trip. **NOTE: A field trip is an extension of Corbin Schools and the actions by students and chaperones are to exhibit and display examples of outstanding REDHOUND pride!**

The trip sponsor, with approval from the principal, shall establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip. The recommended minimum supervision ratios [adults to students] are: elementary 1:10; middle/high 1:20. The principal and trip sponsor will agree upon the number of chaperones for each field trip. Educational field trips require at least one faculty member to be on the field trip. Review section **H. Medication administration** when a student requires special medical accommodations.

Volunteer chaperones are **required** to meet the following:

- a. At least 21 years old
- b. Acceptable criminal crime check report
- c. Physically able to do the job
- d. Ability to work well with student and trip sponsor[s]
- e. Ability to follow the instructions of the trip sponsor[s]

- H. Medication administration** - According to 704 KAR 4:020, section 4[3][g], beginning with the 2010-2011 school year, all unlicensed school personnel who perform medication administration in school must have proof of completing the standardized training course developed by the Kentucky Department of Education and Kentucky Board of Nursing. Training must be completed before administering health services to a student. By law, these trainings must be completed by all designated staff PRIOR to the 1st day of school or PRIOR to performing any health services.

If a student requires medication while on a field trip, staff must complete the Health Services Medication Administration Training for Unlicensed School Personnel Form. If medications, such as EpiPens, inhalers, diastat, or glucagon, are to be taken on the field trip, a trained staff member must accompany the student on the field trip. The training to provide medications is only valid for one school year.

- I. Administrative field trip review** – Field trips provide a valuable educational benefit. There are hazards in off-site situations that can expose students to hazards that are not present in the normal school environment. As a result, it is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability are minimized.

Principals/administrators need to complete the following on field trips:

- a. Ensure the sponsor considers the various aspects of the field trip and completes all sections of the ***School Related Student Field Trip Request Form*** and identifies for educational field trips how the activity relates to the curriculum.
- b. Determine the appropriateness of activities for the students' age, skill and behavior level
- c. Assist the sponsor with specific field trip risk identification
- d. Review trip related contracts
- e. Review with the sponsor how supervision of students will be followed
- f. Give administrative approval for the trip, submit trip request to superintendent on any trip that exceeds 150 miles from Corbin or involves an overnight trip
- g. Discuss with the trip sponsor any procedures or conditions that need to be observed

- J. Student accident insurance** – The Board provides accident insurance for all students and this insurance provides medical coverage during the school day and while the student is participating in any school sponsored activity, including approved field trips. The Board's accident insurance policy is **secondary** to the students' primary health insurance.

- K. Overnight/extended days field trip** – The Board will consider on a case-by-case review requests for field trips that are overnight/extended days field trips. Dates for non-educational field trips should be outside the district's instructional school calendar. Dates for educational field trips may include up to five [5] instructional days with full agenda and rationale for the trip. The request for an overnight/extended days field trip must be submitted to administration a minimum of 45 calendar days prior to the trip. When the principal and superintendent determine in their judgment that the trip meets the guidelines, they will present the trip to the Board for consideration of approval. See section **E. Athletic Travel** for overnight athletic trips.

- L. **Field trip emergencies** – The supervising faculty member will maintain with them during the field trip a list of students and chaperones with their emergency contact numbers. Contact will be made as soon as possible to a parent/guardian and the school when emergency conditions develop, such as injury or illness. An injury report will be completed by the supervising teacher upon completion of the field trip.
- M. **Travel to foreign countries** – The Corbin Board of Education **WILL NOT** approve student travel to a foreign country.
- N. **Privately sponsored trips** – A **privately sponsored trip**, involving school aged students, **IS NOT** associated in any manner with neither the Corbin Independent School District nor the Corbin Board of Education. No school funds will be used in a privately sponsored trip and the name of the school district will not be used in any promotional materials.
- O. **Exhibits**
- a. Administrative Procedure 09.36 AP.211 - **School-Related Student Field Trip Request Form**
 - b. Form - **School-Related Student Trip Permission Slip and Medical Release Form**
 - c. Board Policy 09.36 - **School-Related Student Trips**
 - d. Administrative Procedure 09.36 AP.1 - **School-Related Student Trips**
 - e. Board Policy 09.3 - **Student Activities**
 - f. Administrative Procedure 09.221 AP.1 - **Supervision of Students**
 - g. Administrative Procedure 09.123 AP.2 - **Educational Enhancement Opportunity Request Form**
 - h. Kentucky Department of Education - **KDE position on Out-of-State Trips and Medication Administration**
 - i. Form - **Employee Auto Insurance Affidavit Form**
 - j. Form - **Volunteer Auto Insurance Affidavit Form**

Board Approved October 6, 2011

**School-Related Student Field Trip
Request Form
Corbin Independent Schools**

School: Primary: _____ Elem: _____ Inter: _____ Middle: _____ High: _____ Preschool: _____ Ed Center: _____

Trip destination(s): _____

Date(s) of trip: _____

Departure time: _____ am/pm **Return time:** _____ am/pm

Trip Sponsor(s): _____ **Group:** _____

Number of students: _____ **Grade Levels:** _____

Number of chaperones: _____ [Supervision ratios are: elementary 1:10; middle/high 1:20]

Trip type [check one]:

- a. Educational Field Trip _____ *[Trip is relevant to the curriculum, an educational experience that counts as instructional time.]*
- b. Non-Educational Field Trip _____ *[Trip is not an extension of the curriculum and when taken during the school day will not count as instructional time.]*

Purpose[s] of the field trip: An Educational Field Trip requires explanation on how the trip relates to the curriculum.

Activities planned during the trip: {An overnight trip requires a detailed itinerary attached to this request form.}

Support documents: Please attach any related brochures and information and a preliminary trip itinerary.

Potential Hazards: Yes _____ No _____ Does the field trip involve in/or around water, remote locations, animals, air travel, or motorized activities? If yes, describe the conditions:

Means of travel: School bus[s] requested: _____ [Prior to submittal of trip request to principal, the trip sponsor needs to contact the director of transportation at 215-4674 on bus availability.]
Other: _____ Explain: _____

Overnight trip: Submit travel request a minimum of 45 calendar days prior to the overnight trip. Board approval is required unless an emergency condition exists.

Trip budget approval: The budget and financing of the field trip will be reviewed and approved by the school principal. No student may be excluded from participating due to an inability to pay.

School Field Trip Procedures – The sponsor of the field trip will review *School Field Trip Procedures* prior to submittal of the *Field Trip Request Form*.

Date: _____ **Sponsor's Signature:** _____

ADMINISTRATIVE APPROVAL

Director of Transportation approval required for field trips using bus service.

Date approved

Director of Transportation Signature

Principal has the authority to approve day field trips within 150 miles of Corbin.

Date approved

Principal Signature

Superintendent has the authority to approve day field trips beyond 150 miles of Corbin.

Date approved

Superintendent Signature

Overnight trips require prior Board approval and recommended by Principal and Superintendent.

Date approved

Board Chair/Designee Signature

November 2011

School-Related Student Trip Permission Slip and Medical Release Form

Student's Name _____ <i>Last Name</i> _____ <i>First Name</i> _____ <i>Middle Initial</i> _____
School _____ Grade _____ Homeroom/Classroom _____
<input type="checkbox"/> All school-related trips for the ____ school year; OR
<input type="checkbox"/> Field Trip Date(s) _____ Destination _____
Alternate Destination, if applicable _____
Mode of Transportation _____ Cost to Student, if applicable \$ _____

I hereby give permission for my child to participate in the above-mentioned school-related student trip(s).

In addition, in the event of accident or sudden illness while on the school-related student trip, I authorize school personnel to contact the physician(s) listed on my child's school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment for the health of said child.

Parent/Guardian's Signature

Date

Please return this form to your child's teacher.

Review/Revised: 11/14/02

School-Related Student Trips

Student Field Trip Procedures –The Superintendent will develop and maintain a student field trip procedures manual that addresses Board policies.

Field Trip Approval

School Principal – The school Principal shall have the authority to approve day field trips that are within 150 miles of Corbin; all regularly scheduled athletic events; and all athletic trips which are part of a tournament or play-off in which the school is a participant.

Superintendent – The Superintendent shall have the authority to approve day field trips that are beyond 150 miles from Corbin and overnight trips when planning of the trip cannot be completed 45 days prior to the event; such as a school team winning the region and advancing to state competition the following week.

Board – Board approval is required on field trips that are overnight, see section “Athletic Travel” for approval procedures of athletic travel.

School-Related Student Trips

TEACHERS' RESPONSIBILITIES

1. Field trips shall be related to the course of study, teacher's lesson plans, and have educational value.
2. Teacher(s) shall complete a School-Related Trip Request Form (09.36 AP.21) and submit to the Principal for approval.
3. Prior to the trip, the teacher(s) shall prepare the students by:
 - a) Explaining the purpose of the trip.
 - b) Developing background and reference materials, including materials to be used on the trip, if applicable.
 - c) Pointing out highlights to observe on the trip.
 - d) Instructing students to observe safety precautions while on the bus and while at the field trip destination.
4. Students shall not be denied the trip because of an inability to pay.
5. The teacher(s) shall secure prior written permission for the trip and a medical release (09.36 AP.211) from each student's parent(s) or guardian.
6. Prior to the trip, a list of students taking the trip shall be provided to the Principal.

TRANSPORTATION

Transportation requests shall be made by the teacher.

Discipline on the bus shall be the responsibility of the teacher or administrator in charge. Drivers are responsible for enforcement of bus rules and regulations. The sponsoring group will be charged for extra cleaning time if the bus is left in exceptionally dirty condition after the trip.

No items may be transported on a school bus that are not secure in underframe storage of empty seats (i.e., lunches, cooler, sporting equipment). Aisles must be kept clear.

RELATED PROCEDURES:

09.36 AP.21 (trip request form)

09.36 AP.211 (permission and medical release form)

Review/Revised:11/14/02

Student Activities**TO BE ENCOURAGED**

Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils.

In schools operating under SBDM, the council shall determine selection of extracurricular activities, as well as academic qualifications, attendance requirements, evaluation procedures, and supervision for these programs.

CONTROL

All school-sponsored student activities shall be under the direction of the Principal and faculty of the school, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic trips as provided in statute.¹

The Principal may suspend a student's eligibility to participate in extracurricular and cocurricular activities, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.²

REFERENCES:

¹KRS 161.185

²KRS 158.153

OAG 57-40,812

KRS 161.180

702 KAR 007:125

RELATED POLICIES:

09.126 (re requirements/exceptions for students from military families)

09.3211; 09.36; 09.438

Adopted/Amended: 09/10/1998

Order #: 7

Supervision of Students

RESPONSIBILITY

Principals shall develop and implement a plan of supervision for their schools to address the following areas:

1. Bus loading and unloading;
2. Meals;
3. Halls, restrooms and playgrounds;
4. Time before and after the school day; and
5. Field trips and other school activities.

Review/Revised:11/14/2002

Educational Enhancement Opportunity Request Form

To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school principal at least five (5) days prior to the absence. Such an absence, as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this policy shall make up all school work. Student grades can not be affected by lack of attendance or participation in classes for approved days. **This type of absence can not occur during the school's or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.** Decisions may be appealed to the Superintendent and then to the Board of Education.

Student Full Legal Name: _____ Date of Application _____

Name of School _____ Homeroom Teacher _____

Date of Birth: _____ Age: _____ Grade Level: _____ Home Phone _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

of Excused Absences To Date _____ # of Unexcused Absences To Date _____

of Total Absences to Date _____

Date(s) of Intended Absence(s) _____

OTHER SIBLINGS AFFECTED BY THE PROPOSED ACTIVITY:		
<u>Name</u>	<u>Grade</u>	<u>School</u>

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," and (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

Signature of Student *Date* *Signature of Parent/Guardian* *Date*

Educational Enhancement Opportunity Request Form

FOR SCHOOL USE ONLY

(THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL / DESIGNEE)

This request must meet all three (3) of the following criteria to be eligible for an educational opportunity absence:

- 1. This request is for an absence that will have “significant educational value” and be “intensive” in nature. Yes No
- 2. This trip is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes No
- 3. The major purpose of the trip is educational. Yes No

Principals, check one (1) option:

- I recommend this educational opportunity absence be granted.
- I do not recommend this educational opportunity absence be granted.

Principal’s Rationale _____

Signature of Principal

Date

FOR CENTRAL OFFICE USE /APPEAL OF PRINCIPAL’S DECISION

As Superintendent,

- I recommend this educational opportunity absence be granted.
- I do not recommend this educational opportunity absence be granted.

Superintendent’s Rationale _____

Signature of Superintendent

Date

- The District grants this educational opportunity absence.
- The District does not grant this educational opportunity absence.

Signature of the Board Chairman

Date
Review/Revised:7/9/09

KDE Position on Out of State Field Trips and Medication Administration

A Kentucky nurse's provision or delegation to a school employee of health services to students on out-of-state, school-sponsored field trips will be governed by the other state boards of nursing. This will include all the states along the travel route as well as the final destination of the field trip. These are the issues the school faces **only** if the school has an out-of-state school trip planned and one of the students attending has a 504 or IEP plan requiring the school to provide "health services", and if the parents are not able to or willing to accompany the student (and can perform the "health services" for the student like they would in the home environment).

Kentucky law (KRS 156.502 and KRS 158.838) only addresses the required provision of "health services" to students in the "school setting." Federal law covers the health services requirement for school field trips.

Tips for meeting the requirement for multi-state trips include:

- plan ahead, with consideration of the proposed activity and its challenges and the student's needs/limitations
- consider calling a 504 or IEP meeting on the topic to discuss addressing this issue and agreeing on the means to meet this requirement for this particular student
- consider inviting the student's parents (but not requiring them) to accompany the class on the trip; do not require the parents to accompany the student on the trip
- do not prohibit the student from participating (if there are concerns for the student's safety, then this is an issue which should be addressed by the 504 or IEP team and a decision rendered by that team).

Physicians and nurses are only licensed to practice their professions in their states, with an exception for nurses traveling to other jurisdictions whose state board of nursing has joined the Nurse Licensure Compact (NLC)

https://www.ncsbn.org/2010_NLCA_factsheet_students_licensees_FINAL.pdf. This compact allows a nurse to practice the nursing profession (perform the "health services" personally) in another state indicated on the NLC map. More information about the NLC can be found at <https://www.ncsbn.org/2002.htm>. This may allow the Kentucky nurse to delegate to otherwise non-medical school staff the performance of "health services" in another state. A school planning a field-trip to a location outside Kentucky which involves the potential participation of a student with a 504 plan or IEP requiring the school to provide "health services" must check with the requirements of the another state and its board of nursing to determine whether:

1. The Kentucky nurse may accompany the student and perform the nursing/health services under the NLC allowances; or
2. The Kentucky nurse can, under the other jurisdiction's laws and board of nursing requirements, delegate to school staff the "health services" required for the student's safe participation in the field trip.

School nurses need to know what the delegation requirements/allowances are in the other state for several states and at a particular point in time in the future. This information is easily

accessed from the National Council of State Boards of Nursing at <https://www.ncsbn.org/515.htm>. On that Web Site, a nurse can click on a state and access that state's board of nursing website with contact information, delegation information, and any other practice requirements prior to the scheduled school trip requiring nursing services. A Kentucky nurse calling a board of nursing would be the best way communicating what the limitations on delegation of nursing duties/"health services" are in a state.

More information is available from:

Kentucky Board of Nursing

312 Whittington Parkway, Suite 300

Louisville, KY 40222

Phone: 502-429-3300

Fax: 502-429-3311

Website: <http://www.kbn.ky.gov/>

Contact Person: Charlotte F. Beason, Ed.D, RN, NEA, Executive Director

Kentucky Department of Education

500 Mero Street, 15th Floor CPT

Frankfort, Kentucky 40601

Phone: 502-564-5279

Website:

<http://www.education.ky.gov/KDE/Administrative+Resources/Coordinated+School+Health/Health+Services/>

Contact Person: Karen Erwin, RN, School Nurse Consultant

Employee Auto Insurance Affidavit

Corbin Independent Public Schools
108 Roy Kidd Avenue
Corbin, Kentucky 40701

The Affiant: _____
Print Name

School

Social Security Number

Auto Insurance Policy Number

Auto Insurance Carrier

States that the **Affiant**, when using a private automobile for Corbin Independent Public Schools business, which includes but not limited to: transporting students and taking part in field trips or activity events, will carry no less than the following limits of liability insurance:

- \$25,000 bodily injury liability for each person
- \$50,000 bodily injury liability for each accident
- \$10,000 property damage liability

The **Affiant** further states that this insurance will be in effect from October 2011 to June 30, 2012. If said insurance is cancelled or expires, the Affiant ceases to use a private vehicle for Corbin Independent Public Schools business until such insurance limits are put back in force.

Further, Affiant sayeth not. _____
Signature of Affiant

Subscribed and sworn to before me by _____

This _____ *day of* _____, _____.

My Commission expires _____.

Notary Public Signature & Seal

All information and signatures on this form must be completed prior to consideration for approval.

Return this form along with a copy of proof of insurance to: Business Department
Corbin Independent Schools
108 Roy Kidd Avenue
Corbin, Kentucky 40701

Volunteer Auto Insurance Affidavit

Corbin Independent Public Schools
108 Roy Kidd Avenue
Corbin, Kentucky 40701

The Affiant: _____
Print Name

Complete Home Address with Zip Code

Social Security Number

Phone Number[s]

Auto Insurance Policy Number

Auto Insurance Carrier

States that the **Affiant**, when using a private automobile for Corbin Independent Public Schools business, which includes but not limited to: transporting students and taking part in field trips or activity events, will carry no less than the following limits of liability insurance:

- \$25,000 bodily injury liability for each person
- \$50,000 bodily injury liability for each accident
- \$10,000 property damage liability

The **Affiant** further states that this insurance will be in effect from October 2011 to June 30, 2012. If said insurance is cancelled or expires, the Affiant ceases to use a private vehicle for Corbin Independent Public Schools business until such insurance limits are put back in force.

Further, Affiant sayeth not. _____
Signature of Affiant

Subscribed and sworn to before me by _____

This _____ *day of* _____, _____.

My Commission expires _____.

Notary Public Signature & Seal

All information and signatures on this form must be completed prior to consideration for approval.

Return this form along with a copy of proof of insurance to:

Business Department
Corbin Independent Schools
108 Roy Kidd Avenue
Corbin, Kentucky 40701

November 2011