

MPS Field Trip Paperwork Summary:
What we should know about MPS Field Trip procedures,
plus [Vendor](#) tips on how to help teachers use your services!

- Locations/organizations must be a recognized vendor in the IFAS system
 - The school secretary or bookkeeper may set up a vendor account for anyone not already in the system
 - **New Vendors:** have a **PDF** of your completed W9 (with Federal Tax ID #) handy to email to school staff so they can add you to the system
- Principals have final approval on field trips (no one has to ask MPS for anything)
- A field trip permit is needed “for any school-sponsored activity that involves crossing a public road”
 - **Vendors:** be aware that there’s paperwork involved for teachers, even if you’re just asking them to walk down the street to your site
 - If it’s a repetitive trip a single permit may be filed for the whole semester
 - Permission slips are also required for every individual trip
- Trips must start and end at the school (or a known designated point within the school attendance district)
- Water-related trips:
 - No recreational swimming is allowed unless a certified lifesaving-trained staff is on duty and the activity is supervised by MPS staff
 - Students will be allowed on recreational watercraft only when there is confirmation that the owner/operator carries the required insurance to protect MPS, its staff and its students
 - Same goes for group charters of commercial watercraft, but the rules also specify that the Department of Human Resources, Benefits and Insurance Services Division must receive this proof of insurance coverage (recreational watercraft rule doesn’t say anything about DHRBISD)
 - **Vendors:** If your site is on or near water, even if no swimming is planned, can you have a lifeguard available? This may make it easier for teachers to get approval. Also, if applicable, have your proof of insurance coverage ready to submit to speed up the approval process
- Field trips must have an educational value and must consider:
 - Objectives
 - Relevance to curriculum
 - Needs and abilities of students
 - Methods for evaluating the activity
 - **Vendors:** include applicable considerations in a short, written description about your program that teachers can use to justify the trip to their principal
- Contracts can only be signed by the principal
 - Principal cannot sign contracts with “hold harmless” agreements or waivers, or language of indemnification
- There should be follow up classroom activities:
 - Acknowledgements to the agency visited
 - Help relating the trip to learning objectives
 - Provide assessment of the trip’s value

- **Vendors:** share any post-visit activities you have with teachers ahead of time so they can complete them with students while the trip is still fresh in their minds. Post-visit activities should help students relate the activity to their learning objectives
- Student travel accidental injury insurance is available for “riskier” trips (skiing, swimming, skating, horseback riding, athletics)
 - Principal is responsible for deciding if this is necessary for one-day trips
- Buses:
 - Transportation must be arranged & financed by the school, except for such trips as the Board has budgeted to finance or partially finance
 - There are seven preferred bus companies
 - Teachers should look on IFAS Contracting page under “Bussing Contract Requisition (Field Trips)” to see which company is preferred for a specific location
 - If the location is not listed, the teacher can use any of the seven preferred companies
 - If the location is listed, but the preferred company is not available, the teacher can call the other six
 - If none of them are available there’s a lovely flow chart and list of phone numbers for further options

Vendor Checklist for working with MPS	
Required:	
	W9 with Federal Tax ID #
	(for boating activities) Proof of insurance coverage
	(for swimming activities) lifeguard
Helpful:	
	(for activities on or near water) lifeguard
	A written description of the program that includes the program’s educational objectives and relevance to school curriculum, and a discussion of how program staff will meet the varying needs and abilities of students
	Post-trip activities that help students connect the visit to their learning objectives