

Course Title: Field Trips & Transportation		Primary Author: Nora Cloonan Copyright 2024, All rights reserved	Additional SMEs: Pam & Holly
Scheduled Release:	Developer:		Narrator(s): Geri
Course Level:	Course Audience:	Asset Location:	

Project Timeline		
1. Storyboard Draft		
2. Develop in Storyline		
3. ID QA Review		
4. Upload to LMS		
5. LMS QA Review		
6. Release to System		

Module List
<ul style="list-style-type: none"> ▪ Field Trips ▪ Transportation ▪ Emergencies

Course Objectives and Learning Outcomes included in all Design processes

<p>Learning Objectives The course will...</p> <ul style="list-style-type: none"> ▪ Outline the required steps to prepare for a Field Trip ▪ Summarize the final preparation for a Field trip ▪ Identify required safety precautions for the day of a Field Trip ▪ Identify required steps in case of an emergency while on a Field Trip ▪ Outline transportation preparation for a Field Trip ▪ Describe steps of the Name to Face identification process used during a Field Trip ▪ List duties by Teacher, Lead Teacher, and Leadership Team ▪ Identify required forms necessary for Field Trips ▪ Summarize children’s rules of behavior during a Field Trip ▪ List the contents of the backpack that must accompany the children while on the Field Trip ▪ List the contents of the backpack that must be present on the transportation ▪ Describe the roles of volunteers during a Field Trip 	<p>Performance Outcomes The learner will be able to...</p> <ul style="list-style-type: none"> ▪ Outline the required steps to prepare for a Field Trip ▪ Summarize the final preparation for a Field trip ▪ Identify required safety precautions for the day of a Field Trip ▪ Identify required steps in case of an emergency while on a Field Trip ▪ Outline transportation preparation for a Field Trip ▪ Describe steps of the Name to Face identification process used during a Field Trip ▪ List duties by Teacher, Lead Teacher, and Leadership Team ▪ Identify required forms necessary for Field Trips ▪ Summarize children’s rules of behavior during a Field Trip ▪ List the contents of the backpack that must accompany the children while on the Field Trip ▪ List the contents of the backpack that must be present on the transportation. ▪ Describe the roles of volunteers during a Field Trip
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Module Length:	Storyline File:
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Slide	On-Screen Text	Narration	Design Instructions	MEDIA		
				Audio	Image	Video
1	Title Slide: Introduction	Field trips are an exciting event for children and adults alike. They require some intensive pre-planning and diligence the day of to keep everyone safe and ensure a great experience. This module will outline the steps to plan and carry out a great field trip from pre-planning			Standard start slide Design process includes a template with custom colors and fonts to be created for the clients preference.	

Slide	On-Screen Text	Narration	Design Instructions	MEDIA		
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		through the post trip reflection including how to transport children safely and what to do in case of an emergency while away from the school grounds. Select Start to begin!				
2	Title menu: <ol style="list-style-type: none"> 1. Getting Started 2. Final Prep 3. Day of Trip 4. Emergencies 5. Transportation Select an item to learn more.	Select an item to begin learning about field trips at CLIENT Schools There is lots of interaction to keep the learners engaged.	Create a button for each item. <ol style="list-style-type: none"> 1. Getting Started 2. Final Prep 3. Day of Trip 4. Emergencies 5. Transportation These will go to separate slides		Menu slide	
3	Title: Getting Started <ol style="list-style-type: none"> 1. Forms 2. Pre-Trip 3. Transportation 4. Other considerations 	Prepare for your field trip at least 3 weeks ahead of time. Depending on the specific activity, it may be necessary to start preparations sooner than this. Be prepared to comply with all CLIENT Schools and State required safety precautions, whichever are strictest. Select an item to learn more.	Create a button for each one. <ol style="list-style-type: none"> 5. Forms 6. Pre-Trip 7. Transportation 8. Other considerations These will each go to a layer.		Photo of zoo or aquarium A custom shot list was created for this module	
3a	Title: Forms Field Trip Planning & Approval Form	The Field Trip Planning and Approval Form must be submitted to the leadership team at least three weeks prior to the proposed			Image of form, maybe by section	

Slide	On-Screen Text	Narration	Design Instructions	MEDIA		
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	<p>Three weeks prior</p> <p>Location a good choice</p> <p>Who, when, how, how long, how much</p>	<p>field trip date. This form walks you through many items that need to be assessed before deciding if the location is a good choice for a field trip for children. Some items on the form include whether there are restrooms available, if there is cell service at the location, and if there are shaded resting areas. In addition to these more practical items, you must also fill out the who, when, how, how long, and how much of the field trip details.</p>				
3b	<p>Title: Pre-Trip</p> <p>Visit the site</p> <p>Assess form items</p> <p>Developmentally appropriate</p> <p>Four-years-old or older</p>	<p>Prior to filling out the Field Trip Planning and Approval Form, a trip to visit the proposed site must take place. Assess the specific items that appear on the form. Determine if the location fits and is developmentally appropriate for the age group and will support the educational experience taking place in the classroom. Remember that field trips are approved for children 4-years-old and older. Also look for hazards that may affect children while visiting the site. Are there security personnel on site? Is the site wheelchair accessible if necessary? Does the site have the required certificate of insurance of evidence of coverage?</p>			Four-year-old on trip	

Slide	On-Screen Text	Narration	Design Instructions	MEDIA		
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3c	<p>Title: Transportation</p> <p>Sufficient busses</p> <p>One trip or multiple</p> <p>Social distancing</p> <p>Rental vehicle cost</p> <p>Insurance</p> <p>NO personal vehicles</p>	<p>Transportation to and from the site can be one of the most complex pre-assessment considerations. If your school has its own busses, are they sufficient to transport all the children in one trip or will the children need to be shuttled by groups? Shuttling in more than one vehicle may also be necessary if social distancing is a consideration due to COVID 19 or other illness. If the school needs to rent vehicles, this cost needs to be added into the total cost for the field trip and charged to the parents. Qualified bus drivers and insurance to cover the drivers and the transportation of four-year-olds must also be confirmed prior to the field trip. Under no circumstances may personal vehicles ever be used to transport children.</p>			School bus	
3d	<p>Title: Other Considerations</p> <p>State requirements</p> <p>Number can vary</p> <p>Licensed lifeguard</p> <p>Water over one inch</p>	<p>Other considerations include state requirements regarding the number of adults or CLIENT Staff members per student while away from the school. This number can vary depending on the type of activity and location. Any activity involving water may require a licensed lifeguard be nearby while the children are engaging in the water</p>			Water activity	

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		activity. This includes any water over 1 inch deep.				
4	<p>Title: Final Preparation</p> <ul style="list-style-type: none"> a. Teachers slide b. Lead Teacher slide c. Leadership Team slide 	<p>Field trips must be approved by CLIENT Schools administration. Once this is done, the final preparation, up to and including the day before the trip, can be divided by Teacher, Lead Teacher, and Leadership Team. Select each one for more information.</p>	<p>Make a button for each one.</p> <ul style="list-style-type: none"> a. Teachers slide b. Lead Teacher slide c. Leadership Team slide <p>These will each go to their own slide.</p>		<p>“Be prepared” image</p>	
5	<p>Title: Final Preparation Teachers</p> <ul style="list-style-type: none"> 1. Parents’ information 2. Children’s information 	<p>Teachers must ensure everyone is informed and prepared in time for the field trip. Select each item to find out more about how this is done.</p>	<p>Make a button for each one.</p> <ul style="list-style-type: none"> 1. Parents’ information 2. Children’s information <p>These will each go on a layer</p>		<p>Newsletter</p>	
5a	<p>Title: Parents’ information</p> <p>Monthly newsletter</p> <p>Field Trip Permission Form</p> <p>Two weeks prior</p> <p>Written consent</p>	<p>To keep the parents informed, the field trip should be announced in the monthly newsletter sent out to parents and guardians whenever possible. Next, the teacher must fill out the top portion of the Field Trip Permission Form not later than two weeks prior to the field trip. This form is sent over to the Leadership Team who will distribute it to the relevant parents. All parents must</p>			<p>Filed Trip Permission Form</p>	

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	Pay fees	provide written consent for their child to participate in the field trip. Additionally, all fees associated with the field trip must be paid no later than the day prior to the field trip taking place.				
5b	Title: Children's Information Where, what, & who Comfortable & secure Songs & activities Classroom experiences Assign buddies	Children will receive preparatory information about where they are going and what and who they will see. This is to help them to feel comfortable and secure about the trip and not to spoil the experience. Teachers should prepare songs and activities for the bus ride and set up complimentary experiences in the classroom. The day before the trip activities such as bus evacuation drill and reviewing rules of behavior will occur. Children may also be assigned a buddy with whom to remain during the entirety of the field trip.				
6	Title: Final Preparation Lead Teachers 1. Lunches 2. Fees	Lead teachers are tasked with many necessary details for the care of the children. Select the items to learn about two of them.	Make a button for each one 1. Lunches 2. Fees These will each go on a layer			
6a	Title: Lunches	If lunches need to be provided by the school, make sure the school				

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		chef knows far enough ahead of time to order and have this packed and ready. Water and snacks should also be a consideration depending on how long the day will be. Ensure that proper containers are provided for these items such as coolers with ice.				
6b	<p>Title: Fees</p> <p>Consider all expenses</p> <p>Renting vehicles</p> <p>Gasoline</p> <p>Parking</p> <p>Complimentary attendance</p> <p>Two weeks prior</p> <p>Field Trip Permission Form</p> <p>One day prior</p>	<p>When determining the cost for the field trip be sure to consider all possible expenses. Admission to a facility is only one possible cost. Are you renting vehicles? Do you need to return them full of gasoline? Is parking free? Are you offering complimentary attendance to volunteers? All these items must go into the total cost. This is then divided out amongst the attendees.</p> <p>Make the attendees aware of the cost as early as possible, at least two weeks prior to the field trip date is best. Relevant times and dates, as well as cost, are included on the Field Trip Permission Form which should be sent out to parents at least two weeks ahead of the field trip. All fees must be collected at least one day prior to the day of the field trip.</p>			Money or tickets	

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7	<p>Title: Final Preparation Leadership Team</p> <ol style="list-style-type: none"> 1. Post Forms 2. Parent Communication 3. Funds 4. Bus Drills 	<p>The Leadership Team has many responsibilities and is a great ally when preparing for a field trip. See how they do this by selecting each item.</p>	<p>Create a button for each item</p> <ol style="list-style-type: none"> 1. Post Forms 2. Parent Communication 3. Funds 4. Bus Drills <p>These will be layers</p>			
7a	<p>Title: Post Forms</p>	<p>The leadership team will send the Field Trip Permission form to the parents at least two weeks prior to the field trip taking place. This can be an electronic transmission, or a physical form sent home. This form must also be posted for two days prior to the field trip, on the classroom door or on the CLIENT Schools App or 1CORE App and remain up 24 hours a day until the children return to the school at the conclusion of the field trip.</p>			Form on door	
7b	<p>Title: Parent Communication</p> <p>Classroom check-in</p> <p>No drop off or pick up</p>	<p>The leadership team is responsible for communicating the following transportation and chaperone details to parents. It is essential that parents understand that children who are participating in the field trip must be checked in to the classroom prior to leaving for the trip and before departing for home. Parents cannot drop a child off at</p>			Child with parent	

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	Assume responsibility	the field trip location or pick them up from the field trip location even if they are a volunteer for the field trip. If a parent wishes to accompany their child on the field trip, they assume all responsibility for the child while participating in the field trip. At no time will CLIENT Schools assume any responsibility for that child.				
7c	Title: Funds Transfer funds Responsible staff member Venue prepayment Contact person	The leadership team will ensure that the funds for the trip have been transferred to the responsible staff member prior to leaving for the field trip. In some cases, the venue may request pre-payment of fees. In this instance, the leadership team will ensure the contact person at the venue has received payment prior to the field trip commencing.				
7d	Title: Bus Drills Bus driver participate Explain to the children Safe location	A bus evacuation drill should be conducted the day before the field trip. Whenever possible have the bus driver participate in the drill. See the Transportation policy for the full steps of the drill. Have the driver or other CLIENT staff adult explain to the children why they need to evacuate and which door they will be using. A CLIENT staff adult should already be at a safe location and an adult should be			Children exiting bus	

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	<p>Leave belongings</p> <p>Follow CLIENT staff adult</p> <p>All children exit</p> <p>Children should wait</p> <p>Include blankets</p> <p>Bus Emergency Evacuation Drill form</p>	<p>prepared to lead the children to that location. Instruct the children to leave any belongings behind and to follow the CLIENT staff adult to the safe location. The driver or adult does a walk-through to ensure all children have exited the bus. The children should be prepared to wait until they receive an “all clear” from the driver or law enforcement. It may be prudent to include blankets on the bus in case the children need to set on the ground for a period of time during a real evacuation. Once the drill is complete, the driver and CLIENT staff adult fill out the Bus Emergency Evacuation Drill form.</p>				
8	<p>Title: Day of Trip</p> <ul style="list-style-type: none"> A. Teachers B. Lead Teacher C. Leadership Team D. Rules of Trip 	<p>Similar to the final preparation, duties for the day of the trip, can be divided by Teacher, Lead Teacher, and Leadership Team. Additionally, there will be rules to share with all involved. Select each one for more information.</p>	<p>Make a button for each of these</p> <ul style="list-style-type: none"> A. Teachers B. Lead Teacher C. Leadership Team D. Rules of Trip <p>These will be slides</p>		<p>Children at location, happy and engaged</p>	
9	<p>Title: Day of Trip Teachers</p> <ul style="list-style-type: none"> 1. Matching outfits 2. Questions & interests 	<p>Teachers have very specific obligations on the day of a field trip that are essential to the safety and enjoyment of the children. Select each item for more information.</p>	<p>Make a button for each of these</p> <p>These will be layers</p>			

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9a	Title: Matching Outfits CLIENT Uniforms Name tags Not visible to public	All CLIENT adult staff and CLIENT children should be wearing shirts of a matching color. A CLIENT branded uniform shirt is recommended. Also recommended is a high-visibility jacket during the cooler months. A name tag with the child's name and phone number should be printed and placed inside the collar of each child's shirt where it is not visible to the public. These can be prepared ahead of time, by using address labels made for printers.			Children and adults in matching outfits	
9b	Title: Questions & interests Listen & observe Back to the classroom	Teachers should listen to children's conversations and observe to determine their interests. Questions and observations can be brought back to the classroom for follow-up conversation.			Children will hands raised	
10	Title: Lead Teacher 1. Cooler 2. Transportation Logs	The lead teacher will ensure there is enough water for the children as well as assuming control of the Transportation log or logs. Select each item to learn more.	Make a button for each of these These will be layers			
10a	Title: Cooler Collect cooler Children overheat easily	A cooler or cooler or other containers must be collected from the kitchen with snack, water and perhaps even lunch for the children. Do not skimp on these important items. Children can			Cooler	

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		become overheated easily. They need rest, shade, rehydration, and nourishment throughout the day.				
10b	<p>Title: Transportation Logs</p> <p>Two busses or two trips</p> <p>Appoint CLIENT staff adult</p> <p>4 transfer points</p> <ol style="list-style-type: none"> 1. Leaving school 2. Arriving field trip 3. Leaving field trip 4. Arriving school <p>Perform a walk-through the bus</p> <p>Final roll in classroom</p>	<p>Whether you will take one bus or two or will be walking to your destination, there will be at least one Transportation Log. If there are two busses or two trips on the same bus, the Lead Teacher may appoint another CLIENT staff adult to take charge of the second Transportation Log. This important log will record the name to face transfer of the children at 4 specific points. First, when loading them onto the bus at the school. Second, when unloading the bus at the field trip location. Third, when loading the bus to leave the field trip location and fourth, when arriving back at the school. See the module on Name to Face for more details about performing this important procedure. Please note that the bus driver may assist with these activities but there should always be a CLIENT staff adult in charge.</p> <p>Once the children have all exited the bus, an adult must perform a sweep or walk-through from front to back to ensure no children are left</p>			Transportation Logs	

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		<p>on the bus. Do this both, at the field trip location and at the school.</p> <p>Complete the final section of the log once back at the school. A final roll check of all children should be performed once back in the classroom.</p>				
11	<p>Title: Leadership Team</p> <ol style="list-style-type: none"> 1. Bus Route Copies 2. Backpack 	<p>The Leadership Team serves as a “base camp” on the day of the field trip. There are a couple of things they will prepare for the field trippers. Select each item to learn more.</p>	<p>Make a button for each of these</p> <p>These will be layers</p>			
11a	<p>Title: Bus Route Copies</p> <p>Route taken</p> <p>Copies to lead teacher</p> <p>Give to official at site</p> <p>Emergency personal</p>	<p>A route to and from the field trip site was submitted on the CLIENT Schools Field Trip Planning and Approval Form. The Leadership Team will give several copies of this route to the Lead Teacher to take along. At least one of these copies should be given to an official party on site at the field trip location. This is a precaution so that emergency personal can look for a vehicle if it does not return to the school on time.</p>			Bus route copy	
11b	<p>Title: Backpack</p>	<p>There are many contingencies that must be considered when taking children away from the school building. The leadership team will prepare a backpack for each</p>			Backpack contents	

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		<p>CLIENT staff adult group leader with the following items:</p> <ul style="list-style-type: none"> A. Emergency medication B. Medical release forms, pickup permission forms and photos of each child and staff member C. The group roll sheet D. Each child's signed permission slip E. A first aid kit F. The universal precautions kit G. Emergency changes of clothes H. Tissues and wipes I. Sunscreen and bug spray J. A fully charged cell phone with all relevant phone numbers pre-programmed K. A cell phone charger L. Accident and Incident forms M. Additional name tags N. A copy of the field trip policy 				
12	<p>Title: Rules of the Trip</p> <ul style="list-style-type: none"> 1. General 2. Volunteers 3. Children 	<p>Children and staff should review the rules of the trip at least the day before. Everyone will be briefed about the rules on the day of the trip and throughout the day. Select each item for more information.</p>	<p>Make a button for each of these</p> <p>These will be layers</p>			

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12a	<p>Title: General Rules</p> <p>Remain with group</p> <p>Responsible for safety of group</p> <p>Retain control of backpack</p> <p>Designated meeting area</p> <p>First Aid Certificate</p> <p>Name to Face every 15 min</p>	<p>Children will be assigned to groups and should always remain with their assigned group. A Lead Teacher or CLIENT staff adult will lead each group. This adult is responsible for the safety and well being of each child in the group. Each group leader will retain control of the backpack provided by the leadership team and will have a copy of the CLIENT Field Trip Policy and Procedure for reference. The staff will identify the designated meeting area at the start of the field trip. All staff will have a valid First Aid Certificate. Staff will match Name to Faces in their group every 15 minutes. See the module on the Name to Face Policy for more details about this important procedure.</p>			Lead Teacher with group	
12b	<p>Title: Volunteer Rules</p> <p>Children never visit restroom alone</p> <p>All adults have a cell phone</p>	<p>Volunteers must not be left alone with children at any time. They are there to assist only. Only CLIENT staff adults will accompany children to the restroom, even if the child's parent is present as a volunteer. Children are never to visit the restroom alone. All adults must have either a cell phone or a two-way radio so they can communicate in case the group gets separated. Additionally,</p>				

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	<p>No substances</p> <p>No weapons</p> <p>No additional attendees</p> <p>Do not leave alone</p>	<p>volunteers may not use, sell, buy or be under the influence of drugs, alcohol or tobacco while in the presence of the CLIENT Schools children. Volunteers may not be in possession of a weapon during the field trip. Friends of the family, volunteer or child may not be allowed to attend the field trip. Volunteers should never be left alone with the children. This is for the safety of all parties.</p>				
12c	<p>Title: Children's Rules</p> <p>Children remain seat belted on bus</p> <p>May not leave assigned groups</p> <p>Stay put</p> <p>Do not talk</p> <p>Do not go</p>	<p>Children must board and exit the bus in an orderly manner. Children should always remain seat belted while on the bus. A CLIENT staff adult will inform children when it is safe to undo the safety belts and prepare to leave the bus. Children will be assigned to groups and may not leave their assigned groups unless accompanied by an adult. When the buddy system is used, children should always stay with their assigned buddy. If a child gets separated from the group, instruct him or her to stay put. Do not talk to adults you do not know. Do not go anywhere with someone you do not know.</p>				
13	<p>Title: Transportation</p> <p>a. Preparation</p>	<p>Transportation is an important part of planning for the field trip.</p>	<p>Make a button for each of these</p>			

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	b. Day of Trip	Ensuring the safe conveyance of children when they leave the school property whether on foot or by vehicle is a huge responsibility and should not be taken lightly. Review each of these sections for more information.	These will be slides			
14	Title: Preparation 1. Driver 2. Equipment 3. Backpack	There are many things to consider when moving children by vehicle. Select each of the items to review how to prepare to do so.	Make a button for each of these These will be layers			
14a	Title: Driver 21 years old Valid driver's license CLIENT Bus Emergency Policy Insurance approves drivers	All drivers must be at least 21 years old and have a valid driver's license for the type of vehicle they will be driving. Each driver should be familiar with and be able to verbally explain the CLIENT Bus Emergency Policy and Procedures contained in the CLIENT Transportation Policy. In addition, all drivers will have their driving records submitted to the franchisees' insurance prior to operating a vehicle containing children. The insurance company must approve each driver. Please note that children may never be transported in personal vehicles.			Bus driver on bus	
14b	Title: Equipment	Drivers are responsible for ensuring that all busses have the				

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		required safety equipment. This includes a working fire extinguisher, flares, two first aid kits (one for the bus and one in the backpack), and blankets for children to sit on in case of evacuation. The driver is also responsible for ensuring and must be able to demonstrate the operation of all emergency exits. The exits operation should be checked during a pre-trip check the day before the field trip.				
14c	<p>Title: Backpack</p> <p>Assemble backpack</p> <p>Children's information</p> <p>Forms</p> <p>Cell phone</p> <p>Pen</p> <p>Wipes</p> <p>Hand sanitizer</p> <p>Universal precaution kit</p>	<p>The driver is also responsible for assembling and ensuring the presence of a backpack with children's information and pertinent items be always present on the bus during the commencement of the field trip. Please note this is not the same as the backpack provided to CLIENT staff adults by the leadership team. This backpack should include but may not be limited to the following items:</p> <ul style="list-style-type: none"> • Attendance forms for all children participating in the trip • Children's emergency information forms • Field trip permission forms • Working cell phone • Working pen • Wet wipes 			Backpack stuff	

Slide	On-Screen Text	Narration	Design Instructions	MEDIA		
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	First aid kit Location information Spare clothes Medication	<ul style="list-style-type: none"> • Hand sanitizer • Universal precaution kit • First Aid Kit • Field trip location information and map • CLIENT School address and phone numbers • Spare clothes in a variety of sizes • Children’s medication with completed Medication Authorization Form 				
15	Title: Day of Trip <ol style="list-style-type: none"> 1. In Route 2. Name to Face 	On the day of the trip, the driver should be considered a responsible adult who is capable of assisting in some duties. Unless, the driver is an employee of the school, he or she should not be left alone with the children. Select each item for more information about the day of the trip transportation activities.	Make a button for each of these These will be layers			
15a	Title: In Route Keep Leadership Team aware Departing school property Arriving at location Departing location Arriving back at school Notify of delays	The Leadership Team should be aware of the bus schedule. Either the driver or a designated CLIENT staff adult should apprise the school of each major transportation event during the day such as departing the school property, arriving at the field trip location, departing the field trip location, and arriving back at the school. It may be prudent to also notify the school			Bus on road	

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	Notify if change in route	of any delays in transport such as road construction or heavy traffic. The bus driver should always notify school personnel if there is a deviation from the planned route.				
15b	<p>Title: Name to Face</p> <p>Conducted when boarding and exiting the bus</p> <p>Driver doesn't know children</p> <p>Adult who is familiar with children</p> <p>Do Not just count</p> <p>Two walk-throughs are required</p> <p>Two signatures on log</p>	<p>Name to face checks must be conducted throughout the day including when boarding and exiting the busses. The bus driver may be used as a partner to assist during these checks and in filling out the Transportation logs. However, the driver doesn't know your children. The best person to conduct the Name to Face checks is a CLIENT staff adult who is familiar with the children on the field trip. It is not sufficient to simply count the number of children entering and exiting the bus. Please note that before signing off on the Transportation log after the children have exited the bus, both the bus driver and a CLIENT staff adult must inspect the entire length of the bus interior to ensure no children are left on the bus. Two signatures are required on the log. Please see the Name to face module for more details about this process.</p>			Empty bus	

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16	<p>Title: Emergencies</p> <ul style="list-style-type: none"> A. Lost Child B. Physical Accident C. Vehicle Accident D. Mechanical Breakdown E. Inclement Weather F. Evacuation 	<p>When an emergency is encountered, call the school. The leadership team will advise what next steps, if any, need to be taken. If parents need to be notified, the leadership team will handle this part of the arrangements. It is always important to keep the children calm and occupied during any situation. Select each item to review what to do during a variety of emergency situations.</p>	<p>Make a button for each of these</p> <p>These will be layers</p>		Emergency sign	
16a	<p>Title: Lost Child</p> <p>Search area & check with other group leaders</p> <p>Call 911</p> <p>Get help from staff or security</p> <p>Keep children calm and occupied</p>	<p>If a child becomes separated from the group, begin by searching the immediate area for the child. Check with other group leaders to see if the child has accidentally joined their group. Call 911 and solicit help from the location's staff or security personnel. Ensure the other children are safe and calm. Do not show panic in the presence of the children. Use prepared activities to keep the other children occupied. Ensure all 15-minute roll-call check-ins have been documented properly. Call the school so they can notify the parents.</p>			Child alone on bench	
16b	<p>Title: Physical Accident</p> <p>Do not move the injured child and call 911</p>	<p>Do not move the injured child, there may be risk of neck or spinal cord injury. Call 911 and follow all instructions. Call the school so they</p>			EMS	

Slide	On-Screen Text	Narration	Design Instructions	MEDIA		
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	<p>Have the medical consent form ready</p> <p>Complete an accident report with witness statements</p> <p>Pull over to a safe location</p>	<p>can notify the parents. Always stay with the injured child. Keep the other children calm and occupied. Have the medical consent form available for the emergency response team. Complete an accident report including obtaining witness statements as soon as possible. Obtain the names, addresses and phone numbers of witnesses.</p> <p>If the medical emergency occurs while on the bus, the driver must pull over to a safe area and turn on the hazard lights. He or she may flag down on coming motorists for assistance if needed. Do not move the vehicle until directed to do so by the school or emergency personnel.</p>				
16c	<p>Title: Vehicle Accident</p> <p>Do not move the vehicle</p> <p>Only evacuate children if necessary</p> <p>Apply first aid</p> <p>Record all information about accident</p>	<p>If the bus is involved in an accident, do not move the vehicle until instructed to do so by law enforcement. If the vehicle is safe, always keep the children on the bus. If evacuation is required, follow the steps for safe evacuation of the vehicle. Keep the children in a group and do not release any child to anyone unless a properly authorized CLIENT staff adult, parent, or law enforcement official. Check children for injuries and</p>			Crashed bumper	

Slide	On-Screen Text	Narration	Design Instructions	MEDIA		
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		<p>apply first aid. Update the school about the situation. Secure the scene of the accident using hazard lights or flares as necessary. Record all information about the incident including contact information for witnesses and the driver of another vehicle or vehicles, should more than one be involved.</p>				
16d	<p>Title: Mechanical Breakdown If safe, keep children on bus If not safe, follow evacuation steps Secure scene</p>	<p>In the event of a mechanical breakdown of the vehicle, it is best to keep the children on board the bus. If this is not safe, follow the steps to evacuate the children to a safe location. Keep the children in a group and do not release any child to anyone unless a properly authorized CLIENT staff adult, parent, or law enforcement official. Ensure the school is made aware of the situation. Secure the scene of the breakdown using hazard lights or flares as necessary.</p>			Engine open	
16e	<p>Title: Inclement Weather Pull over to a safe location Keep children calm & occupied</p>	<p>Inclement weather can come as a surprise. The driver should pull the bus over to a safe location and turn on the hazard lights. Most inclement weather will simply pass with a little time. Keep the children calm and occupied while waiting. If dangerous and threatening</p>			snow	

Slide	On-Screen Text	Narration	Design Instructions	MEDIA		
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	<p>Find shelter outside of the vehicle</p> <p>Apply first aid</p>	<p>conditions exist such as a tornado, the group must seek shelter. Find a public building such as Fire Station, Police Station, school, etc. If this fails, look for a low-lying area or depression keeping in mind that this ravine may be filled with water. Evacuate the vehicle and head for the shelter. Bring the backpack and first aid kit along. Once the danger has past, apply first aid as needed. Return to the bus and contact the school. If the vehicle is operational, continue to the destination.</p>				
16f	<p>Title: Evacuation</p> <p>Set the bus to park, parking break, ignition off, & remove key</p> <p>Evacuate through front door unless unsafe or faster is necessary</p> <p>Dismiss children by rows</p> <p>Stay in gathering place until directed to move</p>	<p>Anytime the vehicle is deemed an unsafe, the driver should order an evacuation. He or she will set the gear into park, set the parking break, turn off the ignition and remove the key. Instruct children to leave their belongings behind and prepare to evacuate. Always evacuate through the front door unless it is blocked or a dangerous situation requires a faster evacuation. The driver or a CLIENT staff adult will move down the aisle and dismiss children to the exit row by row. Another CLIENT staff adult should prepare a gathering place a safe distance away from the bus. If necessary, use blankets to create a place for children to sit. Children</p>			Evac sign	

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		will wait together in a calm and orderly manner until the driver, a CLIENT school official, or law enforcement directs them to move. Remember to keep the backpack with the children.				
	<p>Knowledge Check</p> <p>Place Evacuation steps in the correct order</p> <ol style="list-style-type: none"> 1. Set the parking break, etc 2. Leave belongings behind 3. Dismiss children by rows 4. Exit through the front door 5. Prepare a gathering place 6. Wait until otherwise directed 		<p>Correct Feedback: Congratulation on correctly ordering these steps!</p> <p>(We'll set this up so they can't get it wrong.)</p>			
17	<p>Title: Summary/Lessons Learned</p> <p>Hazards & liabilities</p>	School leadership must carefully monitor and review all field trip procedures. Removing children from the safety of the school environment opens particular hazards and liabilities. Ensure that all staff participating in field trips have a thorough understanding of field trip protocols. Take time, after each field trip, to review and reflect			Teachers in meeting	

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		on the trip procedures and activities. What went well and what could have gone better? Survey volunteers about their experience. What types of observations did they make before and during the field trip? Ensure these observations are documented for updated protocols.				
18	<p>Quiz 1</p> <p>You'd like to take 12 pre-k summer schoolers to a park to play pickle ball. Which of the below items make this park a good location for this field trip?</p> <ul style="list-style-type: none"> A. Bathrooms B. Lunch pavilion C. Good cellular reception D. Walking distance from school E. No security on site F. Hilly with stairs 	<p>Correct Feedback: That's right! Bathrooms, a lunch pavilion, cellular reception and walking distance from the school all make this a good field trip site.</p> <p>Helpful Hint: Children need shade and rest throughout the day.</p> <p>Incorrect Feedback: Bathrooms, a lunch pavilion, cellular reception and walking distance from the school all make this a good field trip site.</p>				
19	<p>Quiz 2</p> <p>Mrs. Garcia brought her daughter Jenny to the zoo and stayed all day with the class. When Mrs. Garcia</p>		<p>Correct Feedback: Since Jenny didn't travel on the bus with the rest of the children, she is not on the roster and will not be included in</p>			

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	<p>needed to use the restroom, she asked the CLIENT staff adult to watch Jenny. Why isn't this a good idea?</p> <ul style="list-style-type: none"> A. Jenny isn't on the class roster B. Jenny won't be included in Name to Face rolls C. Mrs. Garcia must maintain complete responsibility for Jenny D. Only a volunteer can watch Jenny not a CLIENT staff adult 		<p>name to face rolls. Mrs. Garcia must maintain responsibility for Jenny all day. No one from the school can assume responsibility for Jenny at any time.</p> <p>Helpful Hint: In this instance, the volunteer is the same as a CLIENT staff adult.</p> <p>Incorrect Feedback: Since Jenny didn't travel on the bus with the rest of the children, she is not on the roster and will not be included in name to face rolls. Mrs. Garcia must maintain responsibility for Jenny all day. No one from the school can assume responsibility for Jenny at any time.</p>			
20	<p>Quiz 3</p> <p>Why does the field trip permission form need to be posted from two days prior until after the children return from the trip?</p>		<p>Correct Feedback: Making people aware that the class will be and are on a field trip are the primary reasons. Having parents return the permission form on</p>			

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	<p>A. To remind parents to sign and return the form.</p> <p>B. To remind all that the class will be going on a field trip</p> <p>C. To let people know where the class has gone while it is not physically present</p> <p>D. To build excitement in the children prior to the trip taking place</p>		<p>time, is also a good reason.</p> <p>Helpful Hint: The teachers will build excitement through conversation and activities in the classroom.</p> <p>Incorrect Feedback: Making people aware that the class will be and are on a field trip are the primary reasons. Having parents return the permission form on time, is also a good reason.</p>			
21	<p>Quiz 4:</p> <p>Which items must be performed the day of the field trip to prepare for the field trip. Drag and drop the correct answers to the target then select submit.</p> <p>A. Place a name label in children's shirts</p> <p>B. Have water and snacks packed up</p> <p>C. Fill out Transportation Log</p>		<p>Correct Feedback: You have selected all the preparatory items that can be done on the day of the field trip.</p> <p>Helpful Hint: Three of these items can only be done once the field trip has begun.</p> <p>Incorrect Feedback: You have selected all the preparatory items that can be done on the day of the field trip.</p>			

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	<p>D. Wear matching clothing</p> <p>E. Pack a backpack for each group of children</p> <p>F. Perform name to face roll</p> <p>G. Keep school apprised of route changes</p> <p>H. Apprise everyone of the rules of the day</p>					
22	<p>Quiz 5:</p> <p>A volunteer was placed on the second bus with the driver. Upon arrival at the field trip location, they check all the children off on the Transportation log and allow them to exit the bus. What is wrong with this scenario?</p> <p>A. The volunteer and bus driver should not be left alone with the children</p> <p>B. There was no name to face check done as the children exited the bus</p>		<p>Correct Feedback: Practically everything is wrong with this scenario, but you got all the answers right.</p> <p>Helpful Hint: Do volunteers have the same authority as CLIENT staff adults?</p> <p>Incorrect Feedback: Practically everything is wrong with this scenario, but you got all the answers right.</p>			

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	<p>C. A CLIENT staff adult needs to inspect the bus along with the driver once the bus is empty</p> <p>D. A CLIENT staff adult must sign the Transportation log</p>					
23	<p>Quiz 6:</p> <p>Weather walking or taking a vehicle, there are four critical name to face points during the transportation cycle. Drag each of these to the target, then select submit.</p> <p>A. Upon leaving the school</p> <p>B. Upon arriving at field trip site</p> <p>C. Upon leaving field trip site</p> <p>D. Upon arriving back at school</p> <p>E. Midway to field trip site</p> <p>F. Midway back to school</p> <p>G. Before entering any building at field trip site</p>		<p>Correct Feedback: Yes, you have correctly identified the four-transportation cycle name to face points.</p> <p>Helpful Hint: These are the name to face checks specifically recorded on the Transportation Log.</p> <p>Incorrect Feedback: The correct answers are upon leaving the school, upon arriving at the field trip site, upon leaving the field trip site and upon arriving back at the school.</p>			

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	H. Before entering building back at school					
24	<p>Quiz 7:</p> <p>Prior to leaving for a field trip, the bus driver must:</p> <p>A. Have a valid driver's license</p> <p>B. Be covered by the school's insurance</p> <p>C. Ensure the vehicle is in good working order</p> <p>D. Get to know the children being transported</p> <p>E. Become familiar with the CLIENT Bus Emergency Policy</p>		<p>Correct Feedback: The driver is responsible for the vehicle's working condition and must be familiar with the CLIENT Bus Emergency Policy. Never allow a driver to operate a vehicle with children who does not have a valid driver's license for that type of vehicle or is not covered by the school's insurance.</p> <p>Helpful Hint: There are many things the bus driver must be familiar with, but the children are not a requirement.</p> <p>Incorrect Feedback: The driver is responsible for the vehicle's working condition and must be familiar with the CLIENT Bus Emergency Policy. Never allow a driver to operate a vehicle with children who does not</p>			

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			have a valid driver's license for that type of vehicle or is not covered by the school's insurance.			
25	<p>Quiz 8:</p> <p>In the event of a lost child, what is the first thing you should do?</p> <ul style="list-style-type: none"> A. Call the school B. Contact location security C. Search the immediate area D. Check the roll sheets 		<p>Correct Feedback: Yes, the child has probably not gone far so just look around to see if you see her nearby.</p> <p>Helpful Hint: This will likely be the first thing you think of without really thinking about it.</p> <p>Incorrect Feedback: The child has probably not gone far so just look around to see if you see her nearby.</p>			
26	<p>Quiz 9:</p> <p>Match each item to its best fit: Accident, Medical Emergency or Either. Drag and Drop each item to the target then select submit.</p> <ul style="list-style-type: none"> A. Wait for EMS – Medical Emergency B. Have medical consent form 		<p>Correct Feedback: That's right! You have correctly match the items.</p> <p>Helpful Hint: Always evacuate the children if it is unsafe for them to be on the vehicle.</p> <p>Incorrect Feedback: I'm sorry, you have not correctly matched these</p>			

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	<p>available – Medical Emergency</p> <p>C. Do not move the vehicle – Accident</p> <p>D. Secure the scene – Accident</p> <p>E. Evacuate if necessary – Either</p> <p>F. Call the school - Either</p>		items. You may need to revisit the lesson content.			
27	<p>Quiz 10:</p> <p>Select all the following that are steps for evacuating the bus.</p> <p>A. Leave all carry-on items behind</p> <p>B. Unless blocked, always exit through the front door</p> <p>C. Dismiss children row by row</p> <p>D. Keep children near the bus for quick reboarding</p>		<p>Correct Feedback: For fast and efficient evacuations, leaving belongings behind, exiting through the front door, and dismissing children row by row works well.</p> <p>Helpful Hint: Dismissing row by row prevents a traffic jam in the aisle.</p> <p>Incorrect Feedback: For fast and efficient evacuations, leaving belongings behind, exiting through the front door, and dismissing children row by row works well.</p>			
28						

Post-Test			
1.			
Performance Outcome:			
Correct:		Feedback:	Hint: Incorrect Feedback: Correct Feedback:
2.			
Performance Outcome:			
Correct:		Feedback:	Hint: Incorrect Feedback: Correct Feedback: Reference:

