

Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.

School: Ockerman Middle Grade(s): 8 Class/Activity Group/Team: Chorus
 Teacher/Sponsor/Coach: CARIE JUDD Cell Phone Number: (359) 760-2087
 Person trained with current medication administration training CPR/FA/AED credential Loveland Middle School Carrie Judd
 Destination Venue, Location and State: Kings Island; Kings Island, OH 45034
 Trip Location Contact Person: Carrie Judd Phone Number: (359) 760-2087
 # Teachers: 1 # Students: 33 # Chaperones: 4 Adult/Student Ratio: 1:8

Date(s) & Times		Cost	Transportation
Departure Date: <u>5/17/25</u>	Time: <u>10:00</u> (AM/PM)	Total Cost: \$ <u>Not to</u>	<input checked="" type="checkbox"/> District Bus/Van
Return Date: <u>5/17/25</u>	Time: <u>9:00</u> (AM/PM)	Funding Source: <u>Exceed \$4000</u>	<input checked="" type="checkbox"/> Charter Bus: <u>Charge Due to no school bus avail. 2/24/25</u>
		* <u>Chorus Fund will pay a portion.</u>	Approved Bid - Company Name
		Fee to be assessed to students: \$ <u>30-90</u>	<input type="checkbox"/> Other: <u>Peterman</u>
		Attach Student Activity Cost Form 09.15 AP.23	Attach a copy of Charter Bus Contract.

Meals	At school prior to departure <input type="checkbox"/>	Student Packed <input type="checkbox"/>	Location where packed lunches will be consumed: <u>Meal Voucher at Park</u>
	Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)	Name & Location:	
Over Night	Date:	Lodging:	
	Date:	Lodging:	

Trip Purpose and Core Content/learning targets: Choral Assessment

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: _____

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: CARIE JUDD

School Nurse Initials: AS for verification that medications administrator listed above received training.

Due Date: _____ to turn in Roster and completed Parent Permission Slips for nurse's final review.

The following items have been completed or are in process. (Teacher/Sponsor/Coach must initial below)

- N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website
- AS I have attached an anticipated Trip Itinerary
- AS I have evaluated the trip site for potential hazards/special requirements
- AS I have an event-specific emergency action plan for the trip site and will distribute to all personnel attending the event in an official capacity.
- AS Funds have been secured for indigent students
- AS If needed, background checks for chaperone approval have been initiated
- AS Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):

Teacher/Sponsor/Coach Signature: [Signature] Date: 1/23/25

School-Related Student Trip Request Form

**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR**

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Kings Island Music in the Parks
Venue Address 6300 Kings Island, Kings Island, OH 45034
Person or email contacted at venue to discuss EAP Info available on Website, printed
Position/Title of person contacted Joe Spino Town Coordinator pages are attached
Date (s) of contact 1/28/25

Is there an Automatic External Defibrillator (AED) on site? yes no? Is it regularly maintained? yes no? If yes, where is it located? Map Attached

Does venue have an emergency response team (ERT) yes no?

Process to request AED and/or ERT if needed at the scene Personnel Available at
All First Aid Stations (Map Attached)

Will a portable AED be taken from school on this trip? yes no? If yes, who will be responsible for oversight and location of AED? _____

Is any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs.
- If possible, how to gain access.
- Steps that must be taken quickly to initiate the chain of survival.
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing).
 - Call 911 using cell phone or other means of communication.
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute).
 - Retrieve and use the nearest AED.
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

○ APPROVAL SIGNATURES REQUIRED

○ CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

○ Principal: M. Boey Date: 1/24/25
○ Required for all trips

○ Superintendent/Designee: Kim Best Date: 1/30/25
○ Overnight Trips

○ Board of Education: _____ Meeting Date: _____
○ Submit forms to Superintendent/Designee for review and submission to the Board for approval.

- Travel outside the Tri-State area of KY, OH, IN
- Common Carrier contract including cost
- Common Carrier Transportation Reason for using a Charter Bus/Plane: Transportation Nohoneer Can Take
- All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.



Charter Price Quote



Elmwood Place, OH
Petermann LLC
211 Township Ave, Cincinnati, OH 45216

Purchase Order # : CHECK / CREDIT CARD	Trip Date: Saturday, May 17, 2025
Customer : OCKERMAN MIDDLE SCHOOL	e-mail : CARRIEJUDD@BOONE.KYSCHOOLS.US
Attention : CARRIE JUDD	State : KY
Address : OCKERMAN MIDDLE SCHOOL (6033) 8300 US HIGHWAY 42	ZIP : 41042
City : FLORENCE	Phone : (859) 750-0415
	Fax # :

Trip ID: CH6033-6812 **Bus Type:**
Trip Name: KINGS ISLAND **Bus Quantity:** 1
Trip Description: D/R - 1 BUS 10 AM (8 PM).

Address Description	Address	Arrival Time	Departure Time
Ockerman Middle School	8300 US-42, , Florence, KY, 41042 US	09:45 AM	10:00 AM
Loveland Middle School	801 S Lebanon Rd, , Loveland, OH, 45140 US		11:45 AM
Kings Island	6300 Kings Island Dr, , Mason, OH, 45040 US	12:05 PM	12:20 PM

Kings Island	6300 Kings Island Dr, , Mason, OH, 45040 US	07:45 PM	08:00 PM
Ockerman Middle School	8300 US-42, , Florence, KY, 41042 US	09:00 PM	

Special Instructions for Driver	Special Notations
DROP - 1 BUS, FIRST STOP IS LOVELAND MS, LEAVE LOVELAND AROUND 11:45 AM TO DROP GROUP OFF AT KINGS ISLAND, INFORM GROUP THE BUS WILL ARRIVE BY 7:45 PM FOR RETURN LOADING, CONFIRM LOADED AND LEAVING BY 8 PM. EXCHANGE CONTACT INFORMATION.	

Estimated Charges :							
Start Time	End Time	Return Start Time	Return End Time	Miles	Description	Additional	Total
09:00 AM	01:00 PM	06:45 PM	09:45 PM	0	LOVELAND MS then KINGS ISLAND		\$504.70
09:00 AM	01:00 PM	06:45 PM	09:45 PM	0	10% FUEL SURCHARGE FEE		\$50.47
		Subtotal: \$555.17				= \$555.17	

Trip booked by: Kimberly Scott
Email: kscott@petermannbus.com

PRICING ESTIMATE

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

X _____ / /
 I acknowledge information, itinerary fee estimate is correct
 If signed confirmation is not returned within 10 days,
 your reservation will be canceled

Sign and return copy of confirmation with payment information

We Accept



Customer is responsible to pay all parking fees/tolls

Prepay Amount :

Receipt #

I have read and accepted Terms And Conditions:

TERMS AND CONDITIONS

SERVICE: Performance of the Services detailed in this Agreement is contingent upon the Carrier's ability to furnish the vehicle and perform the Services. Carrier reserves the right to lease the vehicle from other carriers or subcontract services in order to fulfill this Agreement. Carrier will follow the written itinerary, however, exact departure and arrival times are not guaranteed. Carrier will abide by federal, state, and local regulations as applicable. Customer shall bear all out-of-pocket expenses including parking expenses, tolls and park entrance fees at the time of Service.

RISK OF LOSS: Carrier is not responsible for the loss, damage, or theft of personal property. Carrier is not responsible for the personal injury of Customers or third parties caused by the negligent or intentional acts of the Customer, passengers or third parties.

PASSENGER CONDUCT: At any time during the charter trip the Carrier, or the driver as the Carrier's representative, reserves the right to refuse to transport any person or persons that Carrier or its representative believes to be in violation of the Charter Passenger Policy attached hereto as Exhibit A. Compliance with the policy set forth in Exhibit A is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges. Carrier is not responsible for any passengers who have not boarded the vehicle at the time of departure. Customer must provide their own supervision if required. The Carrier is not responsible for the Customer's failure to provide supervision. Any activity that interferes with the safe operation of the vehicle shall be discontinued immediately. Use of any external signage or decoration requires prior Carrier approval and may be subject to applicable law.

REPAIRS OR DAMAGE: The Customer is liable for all damage to the vehicle interior and exterior caused by any of the passengers or incurred during the charter trip, unless the result of driver's negligence. A refundable cleaning fee may be charged for any cleaning services beyond what is usual and customary. Customer shall be responsible for replacement costs of any items that cannot be satisfactorily cleaned or repaired.

INSURANCE: Carrier shall maintain insurance for General and Auto Liability coverage and for Workers' Compensation coverage. General and Auto Liability insurance shall be maintained to protect Carrier from any claims from damages for personal injury or death, and from damage to property, which may arise from operations of Carrier under this Agreement. The General Liability and Automobile Liability insurance shall each have a single limit of One Million Dollars (\$1,000,000). Worker's Compensation insurance shall be maintained. Customer as required by law to protect the Carrier from claims that arise from its operation under this Agreement.

HOLD HARMLESS: The Customer agrees to defend, hold harmless and indemnify the Carrier from any and all claims which may be made by reason of any injury to person or damage to property unless such claim results from the negligent act or omission or willful misconduct of the Carrier, its agents, employees, representatives, officers and directors. Customer, at its own expense and risk, shall defend any legal proceeding in connection with this Agreement that may be brought against the Carrier, its officers, agents, or employees on any such claim or demand, and satisfy any judgment that may be rendered against the Carrier. In the event that any such proceeding is brought against the Carrier, its officers, agents, or employees, Carrier shall have the right to select and employ, by counsel to defend such persons and entities and shall have the right to settle any claims when the Carrier, in its sole discretion, deems such a settlement advisable. The Customer, its agents, employees, representatives, officers and directors shall cooperate in all reasonable manners in the defense of such claims.

FORCE MAJEURE: Carrier shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, earthquake, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of the vehicle, materials, products, plants, or facilities by the Government, unexpected vehicle breakdowns or any other occurrence which is beyond the control of the Carrier. Additionally, the Carrier shall not be responsible for any damages which result from any cancellation or delay. In the event of a vehicle breakdown, all efforts will be made to supply a replacement vehicle. If a replacement vehicle is sent and/or Customer refuses a replacement vehicle, no refund is due. If no replacement vehicle is available, refund shall be limited to the amount paid by Customer.

AS IS WARRANTY: The vehicle and Services included or otherwise made available to the Customer are provided on an "As Is" and "As Available" basis. Carrier makes no representations or warranties of any kind, express or implied, as to the operation of vehicle and accessories.

LIMITATION OF LIABILITY: To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of the Carrier and the Carrier's officers, directors, employees, representatives, agents, and any of them, to the Customer and anyone claiming by, through or under the Customer, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Carrier and the Carrier's officers, directors, employees, agents, and any of them, shall not exceed the total compensation received by the Carrier under this Agreement. In no event shall either party be liable for consequential, special, indirect, incidental, punitive or exemplary damages.

DISPUTE RESOLUTION: The parties agree to submit any dispute to binding arbitration under the Commercial Rules of the American Arbitration Association. Such arbitration will be held as promptly as possible in DuPage County, Illinois and will be conducted before a panel of three (3) members. The Carrier and the Customer shall each select one arbitrator, and the third arbitrator shall be selected by agreement of the other two arbitrators so chosen. The decision of a majority of the arbitration panel will be binding on the parties and may be submitted for enforcement to any court of competent jurisdiction. The respective costs and expenses associated with the arbitration shall be borne by each party separately.

GOVERNING LAW/ENTIRE AGREEMENT: This Agreement and all of the rights and obligations of the parties hereto shall be construed, interpreted and applied in accordance with the laws of the State of Illinois. This document represents the entire Agreement between the parties. No changes or modifications shall be made to these Terms and Conditions. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

HEADINGS: Headings herein are for convenience only and have no effect in limiting or extending the language of the provisions to which they refer.

EXHIBIT A

Charter Passenger Policy

Purpose

This policy provides guidance to the Customer regarding all charter transportation passengers, including but not limited to, employees, staff, and customers of the Customer who ride the Charter buses provided by the Carrier.

Scope

This policy prohibits the following on any Carrier vehicle which is used as part of the services Carrier provides to Customer under the Agreement:

- Smoking tobacco or any other substance, or carrying a lighted or smoldering substance in any form.
- With the exception of peace officers, carrying aboard any weapon.
- Carrying aboard any flammable or explosive substance except for matches and cigarette lighters. For example, cooking stoves, propane tanks and other fuels are prohibited. Carrying aboard any package or article of a size which will block any aisle, emergency exit, or stairway of the vehicle.
- Carrying aboard any animal not housed in an enclosed carrying container. Such container cannot block or hinder travel in the aisle, emergency exit, or stairway. Service animals are allowed.
- Carrying aboard a stroller unless the item is folded and unoccupied. Strollers must remain folded while aboard the vehicle and must not block or obstruct an aisle, emergency exit, or stairway.
- Playing radios or other audio or video musical instruments aboard unless the only sound produced by such item is emitted by a personal listening attachment (earphone) and only to the person carrying the device producing the sound. An exception exists for peace officers, security guards, and for Carrier employees while performing their official duties.
- Littering, discarding, or depositing trash, debris, or offensive substances in non-appropriate places.
- Spitting, urinating, or defecating.
- Damaging, writing upon, or otherwise defacing or altering property.
- Fighting or engaging in any violent, abusive, or threatening behavior.
- Making excessive and unnecessary noise, or using profanity.
- Obstructing the free movement of passengers.
- Interfering with the safe operation or movement of a Carrier vehicle or operator.
- Standing or otherwise occupying space in front of the line marked on the floor of the vehicle or otherwise conducting himself in such a manner as to obstruct the vision of the vehicle operator while the vehicle is in motion.
- Impeding the opening of, or tampering with, or otherwise obstructing the operation or use of, any window, door, or other emergency exit.
- Standing in the way of direction of the vehicle from moving.
- Posting or removing any notices or signs without the permission of a Carrier official.
- Throwing any litter, stone, wood, or any other substance at, into, or from any Carrier vehicle.
- Gambling or soliciting others to gamble.
- Engaging in any activity prohibited by State, County, or Municipal law.
- Entering or exiting a Carrier vehicle through the rear exit door unless directed by a Carrier official or in the event of an emergency.
- Climbing through a window or protruding an arm, leg or head out the window of any Carrier vehicle.
- Hanging onto or attaching oneself to the exterior part of a Carrier vehicle while the vehicle is resting or in motion.
- Running or engaging in any reckless activity.
- Refusing to leave any Carrier vehicle when having been ordered to do so by the operator of the vehicle, a security guard, peace officer, or Carrier official or supervisor.

Customer further agrees to

- Comply with all applicable laws, regulations and ordinances.

Compliance

If a Carrier operator encounters an individual(s) violating this policy on a Carrier vehicle, the operator will ask the individual(s) to stop the activity or leave the premises. If the individual(s) refuse to stop their conduct, the Carrier will notify a peace officer who will take the appropriate action. Compliance with this policy is required of every passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges.

Adamisin, Teresa

From: Smith, Wendy
Sent: Monday, February 24, 2025 11:10 AM
To: Adamisin, Teresa
Subject: Field Trip - OMS Chorus - Kings Island - May 17
Attachments: DOC022425-02242025110740.pdf

Here is the field trip change to using Peterman now due to school bus not available. Needs board approval now for charter and contract.

Thank you for pushing this through for March meeting.

Wendy Smith
School Financial Secretary
Ockerman Middle School
859-282-3240



HOME OF THE
HAWKS

From: frontoffice@boone.kyschools.us <frontoffice@boone.kyschools.us>
Sent: Monday, February 24, 2025 11:07 AM
To: Smith, Wendy <wendy.smith@boone.kyschools.us>
Subject: Send data from MFP14344186 02/24/2025 11:07

EXTERNAL MESSAGE

Scanned from MFP14344186
Date:02/24/2025 11:07
Pages:5
Resolution:200x200 DPI
