



**Field Trip Safety
Ohio Administrative Code 5101:2-13-14
Updated August 2023**

RULE SUMMARY

Before transporting children off-site for trips, the program shall obtain written and signed permission from the parent, group size shall be met and children shall be properly supervised at all times. Each child shall have identification attached to their person which states the provider's name, address and telephone number in the event the child becomes lost. Children are never to be left alone in a vehicle. The provider or any other approved individual that will be transporting children shall have a valid driver's license and be at least 18 years old. Only a child care staff member or substitute, who is used in accordance with 5101:2-13-08, may transport children without the provider present. The driver must adhere to the state of Ohio's child restraint law when transporting children. Children under the age of twelve shall not ride in the front seat of any vehicle. Drivers must also be free from the influence of any substance which could impair driving abilities.

REQUIRED ITEMS AND DOCUMENTATION

- For each child: Completed copy of the JFS 01234 "Child Enrollment and Health Information"
- For any child who has a health or special needs condition that could require treatment during the course of the trip: Completed copy of the JFS 01236 "Child Medical/Physical Care Plan" along with any supplies needed to provide such treatment
- Working cellular phone or other means of immediate communication
- First Aid Supplies

TIPS FOR MAINTAINING COMPLIANCE

- Written permission from a caretaker must include the following information:
 - Child's name;
 - Date and destination of the trip;
 - Departure and return time of the trip;
 - Signature of the parent;
 - Date on which the permission was signed; and
 - Statement notifying parents how their child will be transported.
- For each field trip, a written permission must be completed by the parent and given to the provider in advance of the trip.
- Store Child Enrollment and Health Information, Medical/Physical Care Plans and supplies in a portable container.
- Utilize the Field Trip Checklist and attendance sheets to continually count children throughout the trip.
- Develop a system to ensure all children are off the vehicle.
- Ensure enough working seatbelts so there is one child per seatbelt.
- Cellular phones may not be used while a vehicle is in motion.
- The identification should not include the child's name for safety purposes.

FREQUENTLY ASKED QUESTIONS

- Q.** Is identification required to be on children who are taken off site for swimming field trips?
- A.** Identification is not required by rule to be attached to children during a swimming activity. However, it is a good practice to attach identification to children while involved in swimming activity. Please be advised that identification may not be worn around a child's neck during a swimming activity.
Please Note: Various companies sell identification wrist bands that can be worn during swimming activities.
- Q.** What is the difference between a field trip and a routine trip?
- A.** A field trip is an infrequent or irregularly scheduled excursion from the program, such as attending the zoo or going to the movies. A routine trip is a repeated excursion off the premises which regularly occur on a scheduled basis, such as weekly walks to an area library or transporting to and from school.