



Waste Education Request Form For Field Trip Busing

You must have your field trip reserved (date and time) with an Approved Field Trip Destination(s) prior to submitting this form. Applicants will be considered on a first-come, first-served rolling basis as funds allow. Submit requests only once per school year and at least two weeks prior to the reserved field trip.

Prerequisite: schools must meet recycling best practices throughout the interior of the building (Step 1 below) unless currently receiving a Traditional Recycling Grant.

Steps to Request Field Trip Busing

1. Complete a Photo Documentation Form (not required if you are currently receiving a Traditional Recycling Grant).
2. Select from the Approved Field Trip Destinations List.
3. Determine the total number of participants and whether multiple buses are needed to accommodate passenger and facility capacity (minimum 25 participants). Student field trips require at least one adult per bus.
4. Contact destination(s) to reserve a date and time for the field trip and to determine COVID-19 safety requirements attendees must follow while at the facility. Schools may choose one to three destinations for each bus requested from the approved list. Ensure you calculate time for loading/unloading and drive time between sites when requesting tour times.
5. Complete this Request Form and the Bus Itinerary Form(s) (Attachment A).
6. Submit all information at least two weeks prior to the reserved field trip to schoolrecycling@co.dakota.mn.us.
7. Receive email approval from schoolrecycling@co.dakota.mn.us. This is typically provided within three-five business days.
8. Contact the destination(s) to confirm the date and time for the field trip. Dakota County will schedule transportation.

Applicant Information

School Name:		<i>Priority is given to Grade Four field trips.</i>
Address:		
School Liaison:		
Title:		
Phone:		
Email:		
Is your school currently collecting organics? (i.e., separate container for food scraps)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Field trips to organics composting facilities are not allowed if your school does not currently have an organics collection program.</i>	<i>Only students in Green Teams (i.e., environmental clubs) for Grades Five and above are eligible*.</i> Number and grade of participants (check all that apply) <input type="checkbox"/> # of Fourth grade students: _____ <input type="checkbox"/> # of School staff/chaperones: _____ <i>Green Team students only*:</i> <input type="checkbox"/> # of Fifth grade students: _____ <input type="checkbox"/> # of Sixth grade students: _____ <input type="checkbox"/> # of Seventh grade students: _____ <input type="checkbox"/> # of Eighth grade students: _____ <input type="checkbox"/> # of Ninth grade students: _____ <input type="checkbox"/> # of Tenth grade students: _____ <input type="checkbox"/> # of Eleventh grade students: _____ <input type="checkbox"/> # of Twelfth grade students: _____ <input type="checkbox"/> # of College students: _____
Please describe your interest in attending this field trip in 1-3 sentences:		

**Exceptions may be considered for small schools that are unable to meet minimum passenger requirements on a case-by-case basis. Please explain the need if this applies:*





Field Trip Details

Please submit the Bus Itinerary Form (Attachment A) for each bus requested.

Number of Buses Requested: _____

Multiple buses may be requested to accommodate passenger and facility capacity. To determine, please observe each destination's maximum group size listed on the Approved Field Trip Destinations List.

What are your COVID-19 safety requirements for busing (to be shared with busing company)?

By signing this form:

- I have reserved the field trip date(s) and time(s) listed in Attachment A with the Approved Field Trip Destination(s).
- I agree to confirm the date(s) and time(s) listed in Attachment A with the Approved Field Trip Destination(s) after I receive County approval from schoolrecycling@co.dakota.mn.us.
- I agree to meet all School Responsibilities listed in Attachment B.
- I understand that signing this Request Form does not guarantee field trip busing is approved.
- I understand that upon approval by the County of this Application the terms contained in this Application constitute the terms of the Grant Agreement between the parties and become effective upon approval by the County.

 School Authorized Representative Name & Title
 Person with authority to sign contracts
 on behalf of the school (e.g., principal, superintendent).

Signature

Date

 School Liaison (if differs)
 Dakota County will notify the school liaison regarding approval.

Signature

Date

Georg T. Fischer
 County Authorized Representative
 To be signed upon Request for Assistance approval.

Signature

Date





Attachment A: Bus Itinerary Form

Attach one Bus Itinerary Form for each bus requested. Identify the details for your reserved field trip and list destinations in the order they will be visited. Ensure you calculate time for loading/unloading and drive time between sites when requesting tour times.

	<p style="text-align: center;">Bus # ___ of ___</p> <p>Date of Field Trip: _____</p> <p>Number of students on this bus: _____</p> <p>Number of staff on this bus: _____</p> <p>Number of adult chaperones on this bus: _____</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <p>Is a wheelchair lift requested?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Please note that not all field trip destinations are wheelchair accessible.</i></p> </div>
<p>School Departure Location Address: _____</p> <p>School Departure Location Details (door #, etc.): _____</p>	<p>Requested Initial Pick-up Time: _____</p> <p>Comments (if needed): _____</p>
Travel Time: _____ minutes	
<p>1st Destination:</p> <p>_____</p>	<p>Time of Tour (start time to end time): _____</p> <p>Requested Pick-up Time: _____</p> <p>Comments (if needed): _____</p>
Travel Time: _____ minutes	
<p>2nd Destination:</p> <p>_____</p>	<p>Time of Tour (start time to end time): _____</p> <p>Requested Pick-up Time: _____</p> <p>Comments (if needed): _____</p>
Travel Time: _____ minutes	
<p>3rd Destination:</p> <p>_____</p>	<p>Time of Tour (start time to end time): _____</p> <p>Requested Pick-up Time: _____</p> <p>Comments (if needed): _____</p>
Travel Time: _____ minutes	
<p>School Return Location Address: _____</p> <p>School Return Location Details (door #, etc.): _____</p>	<p>Requested Final Drop Off Time: _____</p> <p>Comments (if needed): _____</p>





Attachment B: Field Trip Bus Service Grant Agreement

The Field Trip Bus Service Grant Agreement (Agreement) is made and entered into by and between the County of Dakota, acting through its Environmental Resources Department and the School.

1. **PARTIES.** The parties to this Agreement are the County and School, collectively referred to as the parties.
2. **PURPOSE.** The purpose of this Agreement is for the County to provide field trip busing for a select group of students in Grade 4 and above, staff, and chaperones to visit County-approved waste management facilities.
3. **TERM.** This Agreement shall be effective the date of the signatures of the parties to this Agreement and remain in effect until bus services have been rendered as described in an approved Waste Education Request Form for Field Trip Busing, unless earlier terminated by law or according to the provisions of this Agreement.
4. **COOPERATION.** The County and School agree to cooperate and use their reasonable efforts to ensure prompt implementation of the various provisions of this Agreement and to, in good faith, undertake resolution of any dispute in an equitable and timely manner.
5. **SCHOOL RESPONSIBILITIES.** School responsibilities include:
 - a. Selecting students Grade 4 and above and adult staff/chaperones to participate;
 - b. Reserving the date(s) and time(s) with Approved Field Trip Destination(s) and ensuring waste management facility personnel are available to provide tours;
 - c. Completing and submitting the Waste Education Request Form for Field Trip Busing and Bus Itinerary Form(s) (Attachment A) only once per school year and at least two weeks prior to the reserved field trip;
 - d. After receiving County approval, confirming the date(s) and time(s) with Approved Field Trip Destination(s);
 - e. Notifying all Field Trip participants of proper attire and behavior expectations;
 - f. Ensuring at least 25 participants attend each field trip;
 - g. Assigning and providing at least one staff or adult chaperone for each bus;
 - h. Ensuring bus and facility capacity are not exceeded;
 - i. Ensuring all participants are gathered at each departure location on time;
 - j. Obtaining and ensuring all required permission forms and waivers are completed by each participant prior to field trip departure. Determining and completing any additional waivers required by field trip destinations;
 - k. Ensuring proper participant attire and behavior at all times during the field trip;
 - l. Ensuring all participants follow the bus and facility COVID-19 safety procedures;
 - m. Discussing County-provided educational messages with participants;
 - n. Submitting County-provided pre-and post-field trip surveys to schoolrecycling@co.dakota.mn.us within 15 business days of the field trip;
 - o. Submitting at least one (1) high-resolution digital photo that includes field trip participants to schoolrecycling@co.dakota.mn.us within 15 business days of the field trip and allowing Dakota County to publish the photo(s). Asking for facility permission prior to any recording or photography onsite, as some destinations do not allow recording or photos; and
 - p. If necessary, cancelling the field trip due to unforeseen circumstances by notifying the Approved Field Trip Destination(s) and schoolrecycling@co.dakota.mn.us at least five (5) business days before the scheduled field trip. Failure to do so may result in loss of field trip eligibility. County approval is required for any exceptions.





6. **COUNTY RESPONSIBILITIES.** County responsibilities include:
 - a. Communicating with the School on field trip arrangements;
 - b. Notifying the School of waste education approval;
 - c. Providing guidance for participants (e.g., appropriate attire);
 - d. Providing educational messages and pre-and post-field trip surveys to the School;
 - e. Entering into a contract with a transportation company and paying for services rendered; and
 - f. Scheduling and communicating with the transportation company on field trip arrangements (e.g., facility, day, time, number of buses, school COVID-19 safety requirements).
7. **FUNDING.** The County agrees to pay transportation costs as identified in the Bus Itinerary Form(s) for approved Waste Education Requests for Field Trip Busing between the School and the waste management facility.
8. **INDEMINIFICATION.** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. The School shall be solely liable for the acts of its students that it selects to participate in the field trip and shall be responsible for obtaining any required permission and waivers deemed necessary for said students to participate in the field trip. Field trip destinations may also require waivers. The provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws govern liability of the County. The provisions of this section shall survive the expiration or termination of this Agreement.
9. **AUTHORIZED REPRESENTATIVES.** Authorized representatives for the purposes of this Agreement have authority to bind the party they represent and to consent to modifications, except that authorized representatives shall have only the authority specifically or generally granted by their respective governing boards. The authorized representative of the School is indicated on the Waste Education Request Form for Field Trip Busing. The authorized representative of the County is the Environmental Resources Department Director.
10. **LIAISONS.** To assist the parties in the day-to-day performance of this Agreement and to ensure compliance and provide ongoing consultation, a liaison shall be designated by the County and the School. The parties shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Agreement, the following persons are the designated liaisons. The liaison for the School is indicated on the Waste Education Request Form for Field Trip Busing. The authorized representative of the County is the County's School Recycling Program Coordinator.
11. **MODIFICATIONS.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the Authorized Representatives of the County and School.
12. **MINNESOTA LAW TO GOVERN.** This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Dakota, State of Minnesota.
13. **MERGER.** This Agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings, or agreements.
14. **COMPLIANCE WITH LAWS/STANDARDS.** The County and School agree to abide by all federal, state or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which either party is responsible.
15. **EXCUSED DEFAULT – FORCE MAJEURE.** Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of God, acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.

