

BMS Field Trip Guide

1. Get school board approval if traveling out of state.
 2. Arrange for kids staying at school.
 3. Gather student permission slips.
 4. Submit a [Nurse Notice of Field Trip form](#) to the principal.
 5. Submit a sack [lunch request form](#) if needed.
 6. Let the administrator know if you will need bottled water.
 7. Request a bus through OperationsHero.
 - a. You can accomplish this by clicking on “New Request” and selecting “Field Trip” from the drop down menu.
 8. Fill out a [bus seating chart](#).
 - a. Give this to your bus driver. They will take a picture and send it to the transportation department and office. Or you can turn it in before you leave. Please include a guardian phone number for each student.
 9. The day before your trip, get a medical bag from the nurse.
- Chaperones must be at a rate of 1 school employee per 12 students.
 - Only parents who are employees of the Berryville School District may ride the bus due to insurance stipulations.

Updated 5/8/2025