

SWACO FIELD TRIP POLICY INFORMATION

General Guidelines

- A minimum of 10 people is required before arranging a field trip.
- SWACO can accommodate a maximum of 50 visitors in one group and one bus per trip.
- A responsible adult (at least 18 years of age) must accompany each group. This shall be in addition to the SWACO representative present during the tour.
- Field trips are offered to all students in 1st - 12th Grades (elementary, middle, and high school), and college students.
- All field trips begin at the SWACO Resource Center, located at 4149 London Groveport Road, Grove City, OH 43123.

Scheduling

- Field trips are provided throughout the year and are scheduled Monday-Friday between the hours of **9:00am - 2:00pm**
- Field trips are approximately **60 - 90 minutes** in length, beginning with a 30-minute presentation in the **SWACO Resource Center** and concluding with a tour of the landfill site.
- SWACO reserves the **right to cancel tours** to the landfill due to inclement weather or other situations that affect the landfill environment.
- Field trips cannot be scheduled more than 90 days in advance, and tentatively scheduled field trips will only be held for 10 business days.
- The number of field trips per school may be limited in order to accommodate the large number of requests received during the school year.

Transportation

- Upon arrival, a SWACO van will be available to accommodate small groups with **13 people or less**. If there are **14 or more** people in a group, arrangements must be made with a **bus company** to transport your group. **Private vehicles will not** be allowed on the landfill site.
- Motor Coaches should not be reserved for field trips due to under-carriage clearance issues.
- Children riding in a car seat or booster seat are not permitted to participate in the landfill tours, unless they are traveling in a school bus.
- Bus reimbursement (up to **\$220.00** per trip) is available to all Franklin County schools (please see **Reimbursement Instructions** included in this packet).

SWACO reserves the right to interpret and enforce this policy in its sole and complete discretion.

FIELD TRIP CONSENT AND RELEASE

For and in consideration of being allowed to participate in the educational field trip at the Solid Waste Authority of Central Ohio (SWACO) Franklin County Sanitary Landfill, and in full recognition and appreciation of the dangers and hazards involved in such activity, I hereby agree to assume all risks and responsibilities surrounding the participation in this event for the students, faculty, and staff, and further hereby release and forever waive, discharge, and hold harmless SWACO, its Trustees, officers, directors, faculty, and employees from and against any and all damages, liabilities, expenses (including attorney fees), claims judgments, actions, or causes of actions as a result of any loss or injury, including death, which may be sustained or suffered during or arising out of the activities described above, and/or during transportation to and from such event whether caused by negligence of SWACO, or persons acting on its behalf or otherwise.

I understand that this Consent and Release form is intended to be as broad and inclusive as permitted by the laws of the State of Ohio, and that if any portion of this Agreement is held invalid, it is agreed that the invalidity of such term shall not render the remainder of this Agreement invalid or unenforceable. In the event any provision of this Agreement is found by a court of competent jurisdiction to be unlawful, invalid, unenforceable or in conflict with any applicable law, statutes, ordinances, rules or regulations, this Agreement shall be deemed to be amended to the extent required to make the provisions thereof lawful, valid, and enforceable in accordance with the applicable law, statutes, ordinances, rules, or regulations, giving maximum effect to the intent of the parties as evidenced in this Agreement.

I agree that SWACO does not, in any manner, serve as principal, agent, or partner of any travel agent, commercial carrier, or lodging establishment which may provide services or accommodations to the participants.

I have read and agree to all of the terms of this release and understand that my participation in the educational field trip serves as my agreement and consent to the terms stated herein.

BUS REIMBURSEMENT INSTRUCTIONS

SWACO is pleased to reimburse Franklin County Schools, School Districts, Transportation Departments, and third-party transportation services up to **\$220.00** per trip for transportation costs. In order to receive reimbursement for the bus services, an invoice must be **submitted within 30 days** after the field trip. All invoices must be submitted according to the requirements below.

Schools, School Districts or Transportation Departments

1. Invoices must be on **letterhead** and include:
 - a. An invoice number and date
 - b. Name of School District (if invoicing from a school)
 - c. Amount of charges per driver, mileage for each trip, and total charge
 - d. Invoice Contact Person (in case of any problem)
 - e. Name or entity the check to which should be made payable to
 - f. Address where check should be mailed
2. All Invoices should be addressed and sent to:

SWACO
Attn: Accounts Payable
4239 London Groveport Road
Grove City, OH 43123

Third Party Transportation Services

1. Invoices must be on **letterhead** and include:
 - a. An invoice number and date
 - b. Name of School District (if invoicing from a school)
 - c. Amount of charges per driver, mileage for each trip, and total charge
 - d. Invoice Contact Person (in case of any problem)
 - e. Name or entity the check to which should be made payable to
 - f. Address where check should be mailed
2. All Invoices should be addressed and sent to:

SWACO
Attn: Accounts Payable
4239 London Groveport Road
Grove City, OH 43123

IMPORTANT:

SWACO cannot provide any reimbursement for invoices that are addressed to schools, school districts or transportation departments and forwarded to SWACO for reimbursement. Invoices must be addressed to SWACO, or will be returned for non-payment.

FIELD TRIP DIRECTIONS

Tours begin at the **SWACO Resource Center**, *not* the Sanitary Landfill site. Use the following directions to find the Resource Center. (*From I-71, if you pass Young Road, you've gone too far.*)

From I-270

1. Take I-270 to I-71 South and take **Exit 97** toward London Groveport Road (Route 665)
2. Stay to the right on the exit ramp; at the stop sign at the top of the ramp, turn right (West) onto London-Groveport Road (Route 665)
3. Travel West for approximately 1 mile; **do not** turn into the landfill main entrance
4. Proceed to **4149 London Groveport Road, the Resource Center (the brown ranch-style building) will be on the left**
5. Turn left into the entrance, proceed **straight** approximately 100 feet (do not bear right) and follow the posted sign into the parking lot next to the Resource Center.

From I-71 Traveling South

1. Take **Exit 97** toward London Groveport Road (Route 665)
2. Stay to the right on the exit ramp; at the stop sign at the top of the ramp, turn right (West) onto London-Groveport Road (Route 665)
3. Travel West for approximately 1 mile; **do not** turn into the landfill main entrance
4. Continue onto **4149 London Groveport Road, the Resource Center (the brown ranch-style building) will be on the left**
5. Turn left into the entrance, proceed **straight** approximately 100 feet (do not bear right) and follow the posted sign into the parking lot next to the Resource Center.

From I-71 Traveling North

1. Take **Exit 97** toward London Groveport Road (Route 665)
2. Stay to the left on the exit ramp; at the stop sign at the top of the ramp, turn left (West) onto London-Groveport Road (Route 665)
3. Travel West for approximately 1 mile; **do not** turn into the landfill main entrance
4. **Continue onto 4149 London Groveport Road, the Resource Center (the Brown ranch-style building) will be on the left**
5. Turn left into the entrance, proceed **straight** approximately 100 feet (do not bear right) and follow the posted sign into the parking lot next to the Resource Center.