

# FIELD TRIP DRIVER/CHAPERONE APPLICATION

(REQUIRED EACH SCHOOL YEAR)

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All chaperones/drivers are must submit this completed application along with copies of the below documents prior to approval to participate as a chaperone/driver on any field trip.

According to CCCS policy we are required to keep a copy of the following documents on file for each volunteer driver:

- **Valid Driver's License**
- **Valid Vehicle Registration**
- **Current Proof of Insurance**

## **Chaperone Guidelines**

Our school depends on the involvement of our parents for the chaperoning of field trips and other off-site events. We appreciate your taking the time to support your child's school and its activities. The following are guidelines that we ask our chaperones to follow:

### **General Instructions:**

- If you own or have access to a cellular telephone, please bring it with you on the trip for safety reasons. In case of illness or an emergency, please notify the school immediately. Call: (951) 485-6088.
- It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected.
- Only those parents who have signed up in advance as chaperones may attend. (No last minute sign-ups.)
- Only children enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip. Please do not make arrangements for someone else to meet you at the field trip or event site. The first responsibility of each volunteer is to the students being supervised.
- Chaperones are responsible for the behavior of those students assigned to them. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior.
- Chaperones must at all times remain with the students for whom they are responsible. Do not group with other adults while allowing the students to "do their own thing."
- Know exactly how many students are in your small group and count, count, count; all day! Be sure that all are present before moving from one place to another.
- Chaperones should refrain from purchasing special treats for the children they are supervising, unless all children in the class benefit equally.
- If you have questions about any aspect of the field trip, or expectations for student behavior, please ask for assistance from the teacher or other supervising adult.

## **DRIVER GUIDELINES:**

- Teachers will make vehicle assignments for students. Teachers may have special reasons that they may not be free to explain for assigning specific seating arrangements. You will be provided with a list of the names of children being transported in your vehicle.
- Please arrive at school fifteen minutes before departure time. Schedules are sometimes tight.
- Copies of the Emergency Medical Release Forms for all students will be given to you prior to leaving.
- Please be sure that you understand the route to be taken. A map and/or directions will be provided by the teacher. Please stick to the assigned route to and from the field trip. Do not take a “better” way or stop for snacks unless this is part of the teacher’s plan.
- Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.
- Seatbelts must be worn at all times. Only one child is permitted per working seatbelt. Students 12 and under must not sit in the front seat of a vehicle that is equipped with a passenger airbag.
- Children must not be left unattended in a vehicle.
- Students should not eat or drink in your car without permission. They have been instructed to use quiet voices when talking and to keep their hands/feet to themselves. If any student does not cooperate, please inform the teacher.
- Please call the school right away if you experience car trouble, become lost, or someone has become ill or hurt.
- Students are to return with the same person and vehicle that transported them for this event. Exceptions to this can be made only by an administrator or the sponsoring teacher. Usually, exceptions are reserved for emergency situations only.
- When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips” away from the caravan. Nor should you take “chances” to keep up with the caravan, such as entering an intersection when the light is already yellow.

# Volunteer Driver Application Form

\_\_\_\_\_ School Year

Occasionally we need help in transporting students on field trips or for sports events. Our school parents have been generous in their assistance. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in our selection of parent drivers. If you are interested in helping with such needs during the school year, please fill out this form and return it (along with copies of your driver's license, vehicle registration and your current vehicle insurance card) to the school office.

**STUDENT NAME:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

## Section I - Volunteer Driver Information

Name: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Phone: (C) \_\_\_\_\_ (W) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_

Car Model/Yr:(1) \_\_\_\_\_ (2) \_\_\_\_\_

Number of working seatbelts in car #1 \_\_\_\_\_ car # 2 \_\_\_\_\_

The school requires volunteer drivers to have a minimum amount of liability insurance.

Car # 1 Insurance Co.: \_\_\_\_\_ Policy # \_\_\_\_\_

Uninsured/underinsured motorist coverage? Yes: \_\_\_ No: \_\_\_

Car # 2 Insurance Co.: \_\_\_\_\_ Policy # \_\_\_\_\_

Uninsured/underinsured motorist coverage? Yes: \_\_\_ No: \_\_\_

\_\_ Yes \_\_ No Have you been in an accident in the last three year? **If you answered YES, please describe the accident and its cause on another sheet of paper and attach it to this form.(THIS IS MANDATORY)**

\_\_ Yes \_\_ No Have you been ticketed for moving violations within the last three years? **If you answered YES, please describe the infractions on another sheet of paper and attach it to this form. (THIS IS MANDATORY)**

\_\_ Yes \_\_ No Have you been convicted for DWI/DUI involving alcohol or drugs or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation? **(THIS IS MANDATORY)**

**Section II - Requirements for Volunteer Drivers**

I certify that for the \_\_\_\_\_ school year:

- I possess a valid California driver’s license.
- I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members on a field trip that might affect my ability to meet the qualifications for a volunteer driver.
- I will maintain the minimum insurance coverage required by the school for volunteer vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and overages are in force.
- I understand that in case of any type of accident, injury, or vehicle damage, that the school’s liability insurance policy does not provide primary or direct insurance on my vehicle. The school’s insurance will take effect only after my personal auto insurance limits are exhausted. (Note: This is the only coverage that most nonprofit organizations can provide because of the impossibility of their affording or even obtaining primary or direct coverage on the vehicles of volunteer drivers.)
- I will advise the school of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, nonrenewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle.
- Students riding in my vehicle will be seated and both the front and back seat will be secured with individual working seatbelts. (No double belting children will be permitted.) As required by California State law, **I will have a child restraint seat for each child age 8 or younger or children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.**
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc)
- I will read and follow the Driver and Chaperone Instructions sheet for the field trip.
- I will notify school personnel if I no longer wish to drive or if I wish to be removed from the Approved Driver List.

**Section III -Declaration and Signature**

I affirm that I will carefully transport students under my care, including obeying all traffic laws. The information given on this form is true and correct to the best of my knowledge.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**Section IV- School Administration Approval**

\_\_\_ Approved    \_\_\_ Disapproved for addition to the school’s Approved Driver List.

Administrator’s Signature

\_\_\_\_\_ Date: \_\_\_\_\_