

Potomac Conference Office of Education

Chaperone/Driver Field Trip Form

Attached to this Chaperone/Driver Field Trip Form please provide a copy of your most current auto insurance coverage to your school office or designated person before volunteering to drive for any field trip. According to Potomac Conference policy, each driver must have the following coverage: \$50,000 property damage liability and \$250,000/\$500,000 bodily injury.

FRIENDLY REMINDERS:

- ✓ Observe speed limits at all times.
- ✓ Make sure each child is wearing a seat belt.

I have _____ number of seat belts for passengers.

In case of an emergency during a field trip I can be contacted on my cell phone at:

() _____ - _____.

I would be interested in chaperoning/driving for the following grades: _____

I am usually available to chaperone on the following days:

- Monday Tuesday Wednesday Thursday Friday

I understand that Potomac Conference Office Education requires that I carry the proper coverage of car insurance before volunteering to transport students in my vehicle. I will act in accordance with the stated policy.

Chaperone/Driver's Name _____
(Please Print Your Name)

Chaperone/Driver's Signature *✍* _____

Date _____

Chaperone/Driver Guidelines

Field trips are an integral part of the learning process. They supplement and reinforce what is being taught in the classroom with active experiences that appeal to all types of learners and connect with children in visual, auditory, and tactile ways.

Since these trips are away from school, the safety and well-being of our children is of high importance. Therefore, the teachers rely upon responsible adults to chaperone and drive the children. Chaperones highly effective in supporting teacher's safety and education goals are greatly appreciated.

CHAPERONE/DRIVER EXPECTATIONS:

Receive and follow directions to the location and specific directions as to what to do from the teacher. Please keep to the route described. Pay careful attention to details regarding lunch, souvenirs, medical and emergency needs.

Before pulling out of the school parking lot make sure that each student is buckled in place. Under no circumstance should a child be in a vehicle without a seat belt.

Supervise your assigned group of children at all times. Keep your group of students together at all times. It will make it easier on you if you pair or assign each student with a classroom buddy. This allows each student to have someone to be responsible for.

Help enforce school rules. Sometimes students think they are no longer under school rules off campus, but as long as it is a school field trip all are bound to follow school rules, including dress code policy.

Stay closely behind the other chaperones drivers while driving to your destination. Especially when driving, make sure you stay with the other cars, unless the teacher gives you permission or directions otherwise. Avoid the temptation to stop off and do something special for your group.

Driving Chaperone's please do not show any videos or DVD's during the trip to and from the Field Trip. Remind the students to use their talking voices while you are concentrating on driving.

Make sure children are not carrying certain items such as:

- Music listening devices
- Weapons of any sort
- Cell phones (If they bring one, have the teacher or chaperone hold it until the end of the day.)
- Medications (The teacher should be the only one holding these.)

Inform the teacher immediately:

- If there are any medical and/or other types of emergency, only the teacher (or possibly an authorized chaperone who is a doctor or nurse) is allowed to dispense medication.