



Instructions for Volunteer Field Trip Chaperones and Drivers

St. Joseph Christian Elementary School 5401 Gene Field Road St. Joseph, MO 64505 816-279-1555

Our school greatly depends on the involvement of our school parents for transportation and 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 (per ACSI) that we ask our volunteer chaperones and drivers to follow. Thank you in advance for your help!

GENERAL INSTRUCTIONS FOR CHAPERONES:

If you own or have access to a cellular phone, and can bring it on the field trip, please notify the teacher so that s/he may leave the number with the school office.

It is important for chaperones 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 provide direction to chaperones.

Only those parents who have signed up in advance as drivers/chaperones may attend the field trip. (No last minute sign-ups).

Because the first responsibility of each chaperone is to the students being supervised, only children enrolled in the class or activity may go on field trips. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. Please do not make arrangements for someone else to meet you at the field trip or event site with siblings. We believe it is nearly impossible for a parent to give necessary vigilance to supervising a group of field trip students while also trying to give proper attention to younger siblings. We greatly appreciate your understanding and cooperation.

The teacher in charge of the field trip will assign a group of students to each chaperone. Students are to remain with the chaperone/driver to whom their teacher assigns them for the entire day.

Chaperones should make it a special point to remain with the students for whom they are responsible. Please vigorously resist the temptation to group with other adults while allowing students to "do their own thing."

Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver is responsible for children's behavior. In school-owned or rented vehicles, the teacher is responsible, with help from chaperones. If you experience 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 at any time.

Enjoy the group of students you are with! However, if you have a problem with any student, take him/her to the supervising teachers/adult.

Know 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 (especially when heading home!).

Please refrain from purchasing special treats for the children in your group unless all the children in the class benefit equally.

Additional questions about field trip procedures may be addressed to your child's teacher.

ADDITIONAL INSTRUCTIONS FOR VOLUNTEER DRIVERS: *Please note: 15 passenger vans will not be used for transporting students at any time per ACSI.*

All volunteer field trip drivers must have a current copy of the *SJC Volunteer Driver Application Form* approved by the administration, a copy of their current driver's license, and proof of insurance on file in the school office.

The teacher in charge of the field trip will make vehicle assignments for students. Students are to remain with the chaperone/driver to whom their teacher assigns them for the entire day. If you have a suggestion or preference, please let the teacher know a day ahead of time so this can be taken into consideration. Teachers sometimes have special reasons making specific group assignments that they may not be free to explain. You will be provided with a list of the names of the children being transported in your vehicle.

Drivers should arrive at school at least ten to fifteen minutes before departure time. Schedules are sometimes tight.

The teacher in charge of the field trip will carry copies of emergency medical information for each student on every trip.

Seat belts must be worn at all times; one child per working seat belt.

While traveling, cars will “caravan” together. The teacher will designate a lead driver. 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.

If there are more than three vehicles in the caravan, a “buddy system” will be used whereby two or three vehicles will caravan together, thus eliminating a long line of vehicles, which can become a safety problem.

The teacher will provide a map and/or directions for the trip. Drivers will remain with the field trip “caravan” and follow the designated route. Do not make unauthorized stops or detours.

Drivers are expected to obey all traffic laws and acceptable speed limits.

Please call the school immediately if you experience car trouble or become lost.

If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call the school for instructions.

Children must enter/leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.

Children must never be left unattended in a vehicle.

Students should not eat or drink in your car without your permission. They have been instructed to use quiet voices when talking and to keep the hands/feet to themselves. If any student does not cooperate, please inform the teacher.

IN THE EVENT A SHUTTLE BUS OR PRIVATELY-OWNED VEHICLE (EX. CAR DRIVEN BY PARENT FOR FIELD TRIP OR ATHLETIC COMPETITION) IS INVOLVED IN AN ACCIDENT:

- The vehicle is to remain at the scene of the accident until law enforcement officials release the vehicle.
- The driver (when possible or other adult next in authority) is instructed to make the first phone calls to 1.) emergency responders, as needed 2.) law enforcement officials and 3.) the SJCS administrative offices
- The driver will follow directions given by emergency responders and law enforcement officials.
- The driver will follow the instructions given by the superintendent or designated spokesperson regarding transporting students from the scene.
- The driver (or other responsible adult at the scene) will complete an *Automobile Accident Report* immediately following the incident.
- Only the superintendent, principals or designated school personnel will contact parents regarding the incident.
- Only the superintendent or designated spokesperson will speak with media regarding the incident.

Revised May 2007



SJCS Elementary Volunteer Driver Application Form

St. Joseph Christian School 5401 Gene Field Road St. Joseph, MO 64506

We often need help in transporting students on field trips and 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 on our selection of parent drivers. If you are interested in helping with such needs during the school year, **please read** the attached sheet, *Driver and Chaperone Instructions*, then **fill out this form and return it (along with copies of your driver's license and current proof of insurance)** to the school office. A new form is required each

school year.

Section I - Volunteer Driver Information

Name _____ Driver License # _____ Exp. _____

Address _____ City/St/Zip _____

Home phone _____ Work phone _____ Cell Phone _____

Car #1 Model/Yr. _____ License # _____ # of working seatbelts _____

Insurance Co.: _____ Policy # _____ Uninsured/underinsured motorist coverage? Yes / No

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

- (1) \$100,000 liability per person for bodily injury. **Amount you carry on this vehicle:** _____
- (2) \$300,000 liability per incident for bodily injury for all vehicle occupants. **Amount you carry on this vehicle:** _____
- (3) \$50,000 - \$100,000 liability for property damage. **Amount you carry on this vehicle:** _____

Car #2 Model/Yr. _____ License # _____ # of working seatbelts _____

Insurance Co.: _____ Policy # _____ Uninsured/underinsured motorist coverage? Yes / No

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

- (1) \$100,000 liability per person for bodily injury. Amount you carry on this vehicle: _____
- (2) \$300,000 liability per incident for bodily injury for all vehicle occupants. Amount you carry on this vehicle: _____
- (3) \$50,000 - \$100,000 liability for property damage. Amount you carry on this vehicle: _____

- Yes / No Are you licensed to drive a commercial vehicle?
- Yes / No Have you been in an accident in the last three years? *(If YES, please describe the accident and its cause on a separate sheet of paper and attach it to this form.)*
- Yes / No Have you been ticketed for moving violations within the last three years? *(If YES, please describe the infractions on a separate sheet of paper and attach it to this form.)*
- Yes / No Have you been convicted for DWI/DUI of 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? *(Note: Our school will not be able to use volunteers with a YES answer, even if the incident took place before the person became a Christian.)*

Section II - Requirements for Volunteer Drivers: I certify that for the current school year:

- I possess a valid _____ (state) 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 coverages required by the school for volunteer vehicles for the vehicles listed in Section I and only volunteer to drive when such insurance policies and coverages are in force.
- I understand that in case of any type of accident, injury, or vehicle damage, 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 and all changes in information provided on this form.
- Students riding in my vehicle(s) will be seated and in both the front and the back seat will be secured with individual working seatbelts. (No double belting of children is permitted.)
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.).
- I will read and follow the Driver and Chaperone Instruction Sheet.
- 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 correct to the best of my knowledge.

Signed: _____ Date: _____

Section IV - School Administration Approval

____ Approved ____ Disapproved Administrator's Signature: _____ Date: _____