



## Field Trip Chaperone/Driver Guidelines

### Family Drivers/Chaperones

Thank you for agreeing to take on the responsibility of driving TBS students on a field trip. The following are the expectations and guidelines for parent drivers and/or chaperones for all TBS field trips for all classrooms. Parents are asked to carefully read this sheet and abide by all of the guidelines. Please keep in mind that this is not a social time for parents. Ensuring the safety of the children in your care at all times is our primary focus.

- All parent drivers must hold current drivers license and car insurance. Verification of insurance must be on file in the appropriate campus office. Cell phone numbers should also be on file
- No child or parent should be using mobile devices while driving and only for urgent matters for the duration of the trip unless otherwise indicated by a teacher. This includes, but is not limited to cell phones, tablets, televisions/movies in cars, etc.
- Please come prepared. Make sure there is gas in your vehicle before the trip, that all students have their lunches if needed, and have clear directions of where you are going and how to get there.
- All parent drivers should arrive at the designated time set by the teacher for trip orientation.
- Each child must be in a car seat, booster, or seatbelt according to height and weight requirements.
- No child or parent is allowed to change assigned seating arrangements without approval by the teacher.
- Parents are responsible for the whereabouts of his or her assigned group throughout the trip and should stay with their student group at the trip's destination and at the return to school until the teachers arrive. Keep the children within your sight at all times.
- Parent chaperones are expected to address any inappropriate or unsafe behavior exhibited by a child in their group, or to ask for assistance if they are unsure how to do so.
- Parent drivers are to return all children directly to teachers. Do not drop students off elsewhere unless there are specific instructions from the teacher to do so. Do not make any stops either going to or returning from the field trip, unless there is an emergency.
- With advance permission of the teacher, sometimes a sibling of a student may be allowed to attend a field trip. His or her parent must accompany the sibling on the trip.
- When in doubt about a situation, be cautious. Always ask the teacher for direction.
- In case of emergency, notify the teacher and the appropriate school office.

**Please provide the Administration Office with the following information:**

1. A copy of your current California Driver's License.
2. A copy of the current "Declarations" page of your coverage and the expiration date of your insurance policy. \* TBS requires proof of insurance with no less than \$100,000 per person and \$300,000 per accident for Bodily Injury (\$300,000 combined limit).

\*This information must be provided each year. If your insurance is renewed every 6 months please provide the renewal information at that time.

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Name \_\_\_\_\_

Number of seatbelts available \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

By signing below, I acknowledge that I have read and agreed to the Field Trip Chaperone Guidelines stated above.

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