

Please Keep for Your Records

# Reformation Lutheran School

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## GUIDELINES FOR VOLUNTEERS/CHAPERONES AND DRIVERS

At Reformation Lutheran School, we believe that field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support to these important activities.

In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone/driver.

Because student safety is our paramount concern; if you are transporting or chaperoning students, the following must also be completed before the trip.

- ❖ **A copy of your current drivers' license must be on file in the school office.**
- ❖ **A copy of your current insurance identification card must be on file in the school office and updated as necessary.**
- ❖ **You must be at least 21 years of age, unless employed by Reformation Lutheran School.**

Prior to the field trip, the classroom teacher or trip coordinator will provide you with information regarding the activities planned for the trip, expectations for supervising students and emergency procedures. In addition, the following general guidelines will help you effectively perform your duties as a chaperone/driver. If you have questions regarding these guidelines, please talk to the teacher or principal.

1. All school rules apply on school sponsored field trips. Chaperones/drivers are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members and model appropriate behaviors and dress for students. The chaperone/driver will follow the trip planned by the teacher.
2. Seat belts must be worn at all times by all occupants of your vehicle and the legal requirements of child safety seats must be followed.
3. Drivers must be aware of the airbag restrictions in their vehicles and must comply with the rules for safe transportation of children regarding airbag restrictions.
4. If you have access to a cell phone, please bring it with you for safety reasons.
5. Do not use your cell phone for non-emergency or non-trip related purposes and never while driving.
6. Students must stay with you, their chaperone, at all times. Drivers are to remain with their group if they reach the destination before the teacher or arrive back at school before the teacher. The children must be returned to the class/teacher by the driving parent (or to a designated faculty member if necessary).
7. Students are to return with the same person and vehicle that transported them for the event.
8. Chaperones/drivers must know when and where to meet the rest of the group at all times.

9. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
10. Siblings and family members may not participate in a school sponsored field trip unless prior permission is granted by the principal.
11. Drivers should ensure that movies/music played in the vehicle should be of an appropriate nature.
12. Be sure you know what to do in an emergency. Keep the cell phone contact numbers of the teacher and other chaperones/drivers available.
13. When transporting students, stay with your group. Do not make unauthorized stops unless there is an emergency and do not skip planned stops. Don't stop for food, ice cream, etc. because this is unfair to the other children and you may not know allergies or dietary restrictions.
14. Please call the teacher and school if you experience car trouble or are lost.
15. In order to comply with school policy, before or during the field trip, chaperones/drivers:
  - ❖ should arrive at school at least 15 minutes before departure time
  - ❖ may not use or possess alcohol or other drugs
  - ❖ may not use tobacco in the presence of, or within the sight of, students
  - ❖ may not administer any medications, prescription or nonprescription, to students
  - ❖ should refrain from purchasing items for students on the trip