



DRIVER AND CHAPERONE INSTRUCTIONS

- Bring your cell phone with you for safety reasons. In case of illness or an emergency, please notify the teacher first and then the school by calling (602) 978-5134.
- 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 of them.
- Only those parents who have signed up in advance as drivers or 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 unless the trip is announced as a special family event and other siblings are specifically invited.** Many of our field trip destination institutions, especially commercial businesses, will not allow smaller children to accompany the field trip. Please do not make arrangements for someone else to meet you at the field trip or event site with siblings. We believe that it is nearly impossible for a mother of a small child to give that child the proper attention and also be able to give the necessary vigilance to supervising a group of field trip students. The first responsibility of each volunteer is to the students being supervised. Thank you for understanding our priorities.
- 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 volunteers. 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 on the trip.**
- **Chaperones should make it a special point to remain with the students for whom they are responsible.** They should keep the students who rode with them close to them. They should vigorously resist the temptation to 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!** Keep a roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- **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.
- Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.
- **Please allow the teacher to make vehicle assignments for students.** 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 that they may not be free to explain for assigning special seating arrangements. You will be provided with a list of the names of the children being transported in your vehicle.

- **Please arrive at school at least ten to fifteen minutes before departure.** Schedules are usually tight. Copies of the Emergency Medical Release Forms for all students will be with the teacher. Additional copies will be given to each driver for the students in that vehicle.
- **Seat belts must be worn at all times.** It is for this reason that children may be transported only in the cabs of pickup or other types of trucks. Note that only one child is permitted per working seat belt. Please abide by manufacturers recommendations for children seated in the front seat with airbags.
- **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.
- It is expected that you will obey all traffic laws including maintaining acceptable speed limits.
- Never leave children unattended in the 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 their hands/feet to themselves. If any student does not cooperate, please inform the teacher.
- Chaperones should show movies that are suitable for all children while en route.
- Please also be aware of the type of music playing on the radio while traveling. Many families prefer Christian music only for their children.
- If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher or other person in charge.