

ST. PAUL LUTHERAN CHURCH & SCHOOL – BAY CITY

FIELD TRIP DRIVER & CHAPERONE HANDBOOK

**PLEASE READ THIS HANDBOOK CAREFULLY PRIOR TO VOLUNTEERING.
PLEASE ALSO SIGN AND DATE THE LAST PAGE AND RETURN TO THE SCHOOL
OFFICE.**

ST. PAUL LUTHERAN CHURCH & SCHOOL FIELD TRIP DRIVER & CHAPERONES
GUIDELINES

Parent (adult) Field Trip Drivers and Chaperones will have the responsibility helping to maintain the supervision and safety of students. Field Trip Drivers and Chaperones are also expected to set a good example in responsibility and conduct at all times. Only designated Field Trip Drivers and Chaperones are permitted to participate on the field trips or during volunteer times. **No other individuals should attend or meet at the events.**

Attire:

1. Avoid inappropriate or suggestive clothing.
2. Dress for the activity in which you will be participating.

Behavior of Chaperone:

1. Please address each student by name
2. When assisting students, use positive reinforcement for even the smallest success.
3. Christian behavior is expected from ALL adults.
4. Coming to school while intoxicated or under the influence of drugs is grounds for dismissal and will **NOT** be tolerated. You will **NOT** be allowed to be a volunteer, Field trip driver, or chaperone again!
5. No profanity or harsh language is permitted.
6. Outward expressions of un-Christian life-style will be addressed by the person in charge.
7. Ridicule of others, especially of children or staff members, is not allowed.
8. Be flexible! Use your initiative when adjustments are necessary. Do not be afraid to admit mistakes; no one is perfect, and students and staff appreciate the honesty. Please see these are also learning opportunities.

Dealing with inappropriate student behavior:

1. Volunteers/Field Trip Drivers/Chaperones are NOT responsible for administering any disciplinary measures. The Volunteer/Field Trip Drivers/Chaperones should instead report behavior problems to the teacher and/or principal.
2. Never physically discipline a child.
3. Report inappropriate child behavior to the child's teacher and/or the principal.
4. Seek the advice of the teacher if inappropriate behavior persists.

Driving accountability:

1. All drivers must have proof of insurance and driver's license on file in the school office.
2. All drivers must have signed and returned to the teacher or office the "Driver Certification Form, Field Trip Chaperone Acknowledgement, and Signature" Form
3. Useable seatbelts for each passenger are required and age/size appropriate booster seats are to be used .
4. Avoid stops to and from destination unless approved by the staff person in charge. This approval should be prior to making the stop.
5. Avoid showing videos during the trip.
6. All drivers **MUST** follow all traffic regulations including the speed limit while St. Paul Lutheran students are in their vehicle. If it is noted that this was violated, you will forfeit being able to drive for future trips.

Promptness/Reporting Absences:

1. We are counting on you to be present at the agreed upon time. Your promptness is expected and a good example for the children.
2. Contact the Teacher as soon as you know you will absent. (the sooner, the better)

Student Safety: Student safety is a paramount concern at St. Paul Lutheran School.

1. Injuries:
 - a. Contact 911 and then notify other appropriate staff in a life-threatening situation.
 - b. Report all injuries to the appropriate teacher of that child.
 - c. Fill out the appropriate written incident report.

2. No inappropriate touching:
 - a. Corporal punishment is not permitted.
 - b. As relationships are built with students, a hug or similar gesture may be appropriate, but always make sure it is done within sight of another adult.
 - c. If any contact makes the student uncomfortable it is to be stopped immediately and a teacher and/or the Principal is to be made aware.

3. When with children, always stay visible to at least one other adult. If it is necessary to take a child to another area, always make sure that another adult and/or the teacher is aware where you are going and why. Check back in with the Teacher when returning and ensure the teacher also sees the Student return.

We are thankful that God has provided a great number of dedicated Field Trip Drivers and Chaperones for various school programs! Our programs would not be as good as they are if we didn't have these great volunteers.

DRIVER CERTIFICATION FORM, FIELD TRIP CHAPERONE ACKNOWLEDGEMENT,
AND SIGNATURE



1. I understand that I am responsible for the students I transport while they are in my car, and that my vehicle is in a safe operating condition.
2. I am also responsible for the safe and lawful operation of the vehicle at all times.
3. It is my responsibility to ensure that all children riding in my car are secured with individual seatbelts and/or car seats at all times.
4. I have liability insurance on my vehicle that is equal or exceeds \$100,000.00 per person, \$300,000 per accident.
5. I understand that in case of an accident, my insurance company will be considered the primary insurer.
6. I understand that if I do not have a safe driving record, I will not drive.
7. I understand and acknowledge that, unless otherwise defined by applicable law, any volunteer relationship with St. Paul Lutheran School is of an "at will" nature, which means that the volunteer may resign at any time and St. Paul Lutheran School may discharge the volunteer at any time with or without cause.
8. I understand that false and misleading information given in my application may result in discharge.
9. I understand also that I am required to abide by all rules and regulations of St. Paul Lutheran School. Including all rules and guidelines as set forth in the St. Paul Lutheran Church and School Field Trip Driver and Chaperone Handbook.

I have read the duties, description, and guidelines for Field Trip Chaperone/Drivers of St. Paul Lutheran School and will carry out the responsibilities to the best of my abilities.

(Printed Name (First, Middle Last))

(Signature)

Date

Emergency Phone Contact: _____

Please see attached page and include copy of Valid Michigan Driver's License and Proof of Insurance, or write in the information in the spaces designated on the following form. Please return both pages to your student's teacher. **When the information expires, please bring the updated information to the Teacher/Office**

Attached is a copy (front and back) of valid driver license:

Or provide the following information:

License Number: _____

Expiration Date: _____

Attached is a copy of my proof of insurance:

Or provide the following information:

Insurance Carrier: _____

Policy Number: _____

Expiration Date: _____