

**St. Joseph School**  
**CHAPERONE/DRIVER INFORMATION FOR FIELD TRIPS**

**Thank you for volunteering to chaperone/drive for our field trip. Without your assistance this field trip would not be possible. The safety of our students during a field trip is our utmost concern. Therefore, we ask that all chaperones/drivers read this information, complete the form, and return it to the supervising teacher before leaving on the field trip.**

- Drivers must have a valid driver's license and insurance on your vehicle. *The Volunteer Drivers Form* and *Proof of Insurance* should already have been given to the school.
- Drivers must abide by the Kentucky seat belt law. No privately owned vehicle may be allowed to leave the school unless a seatbelt is available for each passenger. Students required by Kentucky State Law must be in booster seats.
- Drivers should obey the legal speed limit while transporting students.
- Drivers should be aware not to place anyone weighing less than 100 lbs. near an air bag.
- Drivers should drive directly to and from designated locations without unnecessary stops except for emergencies.
- Drivers may NOT show DVDs in their vehicles without permission of the teacher in charge.
- Drivers should never smoke in vehicle or around students.
- Maintain good order in your vehicle. This includes cautioning students about things they may say.
- Before leaving, the teacher should introduce the chaperones to the students and make known their authority. Teachers will make the assignments as to the car in which the students will travel.
- We ask that all vehicles have a cell phone with one of the adults in the car. **Drivers should never talk on the cell phone while transporting students unless it is an emergency.**
- Chaperones are responsible for the students in his/her assigned group. Although it's difficult, chaperones must be objective and not overly attentive to their own children.
- **Younger siblings may never accompany the group on the field trip.**
- Be ever watchful. Correct misconduct quickly in a positive manner. Refer students with disruptive behavior or repeated misbehavior to the teacher immediately.
- Do not allow student to wander from the group. Count students frequently and always each time they get in the vehicles.
- Avoid situations where you are alone with a student. At least two adults should be present when there is only one student, and at least two minors should be present when there is only one adult.

**I have read and agree to follow these policies and procedures.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Field Trip**  
**Destination** \_\_\_\_\_

**Number of Students I can transport** \_\_\_\_\_

**Cell Phone Number** \_\_\_\_\_