



## Field Trip Driver Guidelines

Driver's responsibility *before* the trip:

- Be physically able to handle the driving responsibility — have no driving impairments because of current medication or vision
- Have a valid Driver's License with a copy on file in the front office
- Be certain that the vehicle to be used is in good working order (wipers, lights, tires, and brakes) — check for adequate gas level
- Drivers may want to review insurance limits before transporting school age children that are not family members
- Attend an orientation meeting for field trip drivers before the scheduled trip
- When times are known, clear your calendar so that you will be able to meet all driver/chaperone responsibilities
- Younger or older siblings whether or not they are CAVS students are not allowed to attend the class field trip

*Notify your teacher and room parent as soon as possible if you must change your availability to drive.*

Driver's responsibility *on the day of* the trip:

- Meet in the parking lot in front of the school at the agreed time
- Pick up the student list for your car, permission slips (including medical information), and a destination map (including phone numbers of destination) from the teacher
- Load students and equipment making sure each student has and uses a seat belt
- Notify teachers of any behavior problems enroute or at the trip destination — the teacher may decide to re-group the students or take some other action
- At the conclusion of the field trip before leaving the site, the driver should take roll and then load the car — if any children are missing, the teacher needs to be notified immediately

Drive to and from the trip location caravan style, do not exceed the speed limit and do not make any unscheduled stops.

We appreciate your participation in this school activity.