



Chaperone Field Trip Information

Date: _____

School #: 423-396-3020

Place: _____

Teacher Cell #: _____

Time Activity Begins: _____

Return to School: _____

Thank you for volunteering your time and gas to drive on our field trip. Your help enables us to expand our educational program for the students and make school more interesting. Please keep in mind the following guidelines while driving and supervising on this field trip.

- ⇒ The Conference policy requires drivers to carry insurance on their vehicle and provide proof of it to the school. In addition, drivers are required to have an acceptable driving record and have a completed Volunteer Driver Questionnaire on file in the office before we leave on the field trip.
- ⇒ It is best if all vehicles stay together going to the event and returning to school. This enables us to help with any problems in the event that there is a break-down or accident. Sometimes this is not possible due to traffic or other extenuating circumstances, but your cooperation is appreciated. Please do not stop for food or drinks unless prior arrangements have been made with the teacher.
- ⇒ All drivers are expected to employ safe driving habits and obey the laws of the road. Keep in mind that in the event of an accident, the chances of limiting students being hurt are better when safety and common sense are used. It also reduces your personal liability as well as the schools.
- ⇒ Remember that driving also involves assisting in supervision of the students. If you hear or observe inappropriate conduct, you are asked to address it in a kind, respectful manner. If appropriate, inform the teacher of the problem also.
- ⇒ Students have been informed and understand that they are not to have cell phones, any personal CD players, electronic games, or other electronic devices with them on the trip.
- ⇒ If you become separated from the group and it is necessary to communicate what is happening, please call either the cell phone number the teacher provides or the school. This helps in having a smooth field trip that reduces stress on teachers and parents.

Thank you for your assistance in these areas. Directions are provided on the back of this paper.