



Driver and Chaperone Instructions Heritage Christian Academy

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*The first responsibility of each volunteer is to the students being supervised.
Thank you for understanding our priorities.*

Heritage Christian greatly depends on the involvement of our school parents for transportation and chaperoning on field trips and other off-site events. We appreciate your taking the time to support our school and its activities.

The following are guidelines that we ask our drivers and chaperones to follow:

General Instructions:

All drivers must have on file in the office a copy of their current car insurance. It must include name of insured, amount of liability, and the date of expiration. This needs to be updated whenever your insurance is updated. Minimum liability is \$100,000 / 300,000.

❖ For safety reasons, if you have access to a cellular telephone, please bring it with you on the trip. In case of illness or an emergency, please notify the school office immediately.

❖ 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, words, 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).

❖ Drivers will be given a packet that includes a map, list of children in their car and consent form for each child.

❖ Only children enrolled in the class or activity may go on the field trip. Under no circumstances may guests or siblings attend a field trip unless it is announced as a special family event and other siblings are specifically invited. 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.

❖ The chaperone-driver is responsible for the behavior of those students assigned to them. 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 must remain with the students for whom they are responsible. They must keep the students who rode with them close to them at all times. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”

❖ **Restroom policy:** An adult is to always escort, not send, a preschool or elementary (through grade 6) to a public restroom. If not enough men or women are available, the adult is to stay within a reasonable distance outside the door, carefully watching for the student's safe return. If a child has a prolonged stay in the restroom,

do not linger, investigate immediately. Junior high students are to use the buddy system on field trips. The buddy system is to be used for restroom breaks.

❖ **Chaperones:** enjoy the students! However, if you have a problem with any student, take him/her to the teacher or supervising adult.

❖ 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 to this event. Only an administrator or the sponsoring teacher can make exceptions to this. 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.

❖ If you have questions about any aspect of the field trip, expectations or drivers / chaperones, or expectations for the student behavior, please ask for assistance from the teacher or other person in charge.

❖ 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 specific seating arrangements. You will be provided with a list of the names of the children being transported in your vehicle.

❖ Please arrive at the school at least ten to fifteen minutes before departure time. Schedules are sometimes tight.

❖ **Seat belts** must be worn at all times. Note that only one child is permitted per working seat belt. Do not have a student in the front seat of a car.

❖ **Booster Seats:** Washington State Law requires all children up to the age of eight or 4' 9" tall to ride in a booster seat. Parents are required to provide the booster seat for their child.

❖ 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' route 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.

❖ Please call the school immediately if you experience car trouble or become lost. If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call the school for instruction.

❖ Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.

❖ Children must not be left unattended in a 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 and feet to themselves. If any student does not cooperate, please inform the teacher.

**Thank you for being a driver or chaperone for this event.
We truly appreciate your help!**