

# LIBERTY CHRISTIAN SCHOOL

## DRIVER AND CHAPERONE INSTRUCTIONS & APPLICATION



Our school greatly depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate your taking the time to support Liberty Christian School and its activities. The purpose of this application is to reduce the liability of the school, chaperones and volunteer drivers by being proactive in our selection of parent chaperones and drivers. If you are interested in helping with such needs during the school year, please complete and submit the Driver & Chaperone Application (along with a copy of your driver's license and your current vehicle insurance card), and permission to run a Limited Criminal History Background Check to the school Administrative Office. The *Volunteer Chaperone & Driver Application and Limited Criminal History Background Check* must be submitted annually and is only valid for the current school year.

### General Instructions for Chaperones

- If you own or have access to a cellular telephone, please bring it with you on the trip for safety reasons. In case of illness or an emergency, please notify the school immediately. **Call: 644-7773.**
- 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, 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 children enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. Many of our field trip destinations, especially commercial businesses, will not allow smaller children to accompany the field trip. 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.
- Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver is responsible for children's behavior. In school-owned or rented vehicles, the teacher is responsible, with help from volunteers. 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 should make it a special point to remain with the students for whom they are responsible. They should keep the students who rode with them close to them. They should vigorously resist the temptation to group with other adults while allowing the students to "do their own thing."
- 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 for 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 of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher or other person in charge.

### Additional Instructions for DRIVER Chaperones

- 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 school at least ten to fifteen minutes before departure time. Schedules are sometimes tight.
- Copies of the *Emergency Medical Release Forms* for all students will be with the teacher if the trip destination is more than ten miles from the school.
- Seat belts must be worn at all times. It is for this reason that children may be transported only in the cabs of pickup or other types of trucks. Note that only one child is permitted per working seat belt.
- Please be sure that you understand the route to be taken. The teacher will provide a map and/or directions. Please stick to the assigned route to and from the field trip. Do not take a "better" way 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.
- When traveling, cars will "caravan" together. At no time should cars pass the "lead car" or take "side trips" away from the caravan. Nor should you take "chances" to keep up with the caravan, such as entering an intersection when the light is already yellow.
- If there are more than three vehicles in the caravan, a "buddy system" will be used whereby two or three vehicles will caravan together, thus eliminating a long line of vehicles, which can become a safety problem.
- Please call the school right away 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 instructions.
- 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/feet to themselves. If any student does not cooperate, please inform the teacher.
- No VCR or movies on driving trips.  
Please keep the radio on a Christian station or use Christian CD's.
- Chaperones, enjoy the students! However, if you have a problem with any student, take him/her to the teacher or supervising adult.

# Volunteer Driver Application



We often need help with chaperoning and/or transporting students on field trips or for sports events. The purpose of this application is to reduce the liability of the school, chaperones and volunteer drivers by being proactive in our selection of parent chaperones and drivers. If you are interested in helping with such needs during the school year, please fill out this form and return it (along with copies of your driver's license and your current vehicle insurance card—drivers only) to the school Administrative Office. The ***Volunteer Chaperone & Driver Application and Limited Criminal History Background Check*** must be submitted annually and is only valid for the current school year.

## Section I – Volunteer Chaperone and/or Driver Information

Name \_\_\_\_\_  
Driver's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work # \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Email Address \_\_\_\_\_

## Section II – Volunteer Driver Information Only

Car Model/Year #1 \_\_\_\_\_  
Car Model/Year #2 \_\_\_\_\_

Number of working seat belts in Car #1 \_\_\_\_\_ License Plate No. Car #1 \_\_\_\_\_  
Car #2 \_\_\_\_\_ Car #2 \_\_\_\_\_

The school requires volunteer drivers to have a **minimum amount** of liability insurance

- (1) \$100,000 liability per person for bodily injury
- (2) \$300,000 liability per incident for bodily injury for all vehicle occupants
- (3) \$50,000-\$100,000 liability for property damage.

Please list the amounts on your vehicle(s): **(YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT COMPLETE THE AMOUNTS OF YOUR COVERAGE.)**

Car #1 Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_  
(1) \$ \_\_\_\_\_ (2) \$ \_\_\_\_\_ (3) \$ \_\_\_\_\_  
Uninsured/underinsured motorist coverage? Yes \_\_\_\_\_ No \_\_\_\_\_

Car #2 Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_  
(1) \$ \_\_\_\_\_ (2) \$ \_\_\_\_\_ (3) \$ \_\_\_\_\_  
Uninsured/underinsured motorist coverage? Yes \_\_\_\_\_ No \_\_\_\_\_

- \_\_\_ Yes \_\_\_ No Are you licensed to drive a commercial vehicle?
- \_\_\_ Yes \_\_\_ No Have you been in an accident in the last three years in which you were at fault? If you answered YES, please describe the accident and its cause on another sheet of paper and attach it to this form..
- \_\_\_ Yes \_\_\_ No Have you been ticketed for moving violations within the last three years? If you answered YES, please describe the infractions on another sheet of paper and attach it to this form.
- \_\_\_ Yes \_\_\_ No Have you been convicted for DWI/DUI of alcohol or drugs or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operations of a vehicle, or driving while under suspension or revocation? [Note: Our school will not be able to use volunteers with a "yes" answer even if the incident took place before the person became a Christian.]

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### Section III – Requirements for Volunteer Drivers Only

I certify that for the \_\_\_\_\_ school year:

- I possess a valid \_\_\_\_\_ (state) driver’s license. **Please attach a photocopy of your driver’s license and vehicle insurance card.(We can do this for you at the office)**
- I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members on a field trip that might affect my ability to meet the qualifications for a volunteer driver.
- I will maintain the minimum insurance coverage required by the school for volunteer vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and coverage are in force.
- I understand that in case of any type of accident, injury, or vehicle damage, the school’s liability insurance policy does not provide primary or direct insurance on my vehicle. The school’s insurance will take effect only after my personal auto insurance limits are exhausted. (Note: primary or direct coverage on the vehicles of volunteer drivers.)
- I will advise the school of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle.
- Students riding in my vehicle(s) will be seated and in both the front and back seat will be secured with individual working seatbelts. (No double belting of children is permitted.)
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.).
- I will read and follow the Driver and Chaperone instruction sheet for the field trip.
- I will notify school personnel if I no longer wish to chaperone and/or drive or if I wish to be removed from the Approved Volunteer Chaperone/Driver List.

### Section IV – Declaration and Signature

I affirm that I will carefully chaperone and transport students under my care, including obeying all traffic laws. The information given on this form is true and correct to the best of my knowledge.

\_\_\_\_\_ **I have read and agree to abide by the Driver and Chaperone Instructions as given by Liberty Christian School.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

**(The Limited Criminal History Background Check will be completed using the above information.)**

### Section V – Office Use Only

Applicant is: \_\_\_\_\_ Approved \_\_\_\_\_ Rejected

Superintendent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ If approved, add to Approved Volunteer Driver List (public on ‘fs2’)

\_\_\_\_\_ Notify applicant of status