



Instructions for AFA Volunteer Field Trip Chaperones and Drivers

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 you taking the time to support your child's school and its activities. The following are guidelines that we ask our volunteer chaperones and drivers to follow. Thank you in advance for your help!

GENERAL INSTRUCTIONS FOR CHAPERONES:

If you own or have access to a cellular phone, and can bring it on the field trip, please notify the teacher so that s/he may leave the number with the school office.

Cell phones must only be used in emergency or to contact the supervising teacher/staff. Pictures of students must never be posted to social media accounts. All photos taken must be shared with the teacher within 12 hours of returning to the school and then deleted from your personal devices.

It is important for chaperones to realize that they are acting as role models for our students. Please be an example by demonstrating responsibility in actions, attitudes, and speech.

A classroom teacher will be in charge of each field trip and will provide direction to chaperones.

Only those parents who have signed up in advance as drivers/chaperones may attend the field trip. (No last minute sign-ups).

Because the first responsibility of each chaperone is to the students being supervised, only children enrolled in the class or activity may go on field trips. 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. Please do not make arrangements for someone else to meet you at the field trip or event site with siblings.

It is nearly impossible for a parent to give necessary vigilance to supervising a group of field trip students while also trying to give proper attention to younger siblings. We greatly appreciate your understanding and cooperation.

The teacher in charge of the field trip will assign a group of students to each chaperone. Students are to remain with the chaperone/driver to whom their teacher assigns them for the entire duration of the field trip.

Chaperones should make it a special point to remain with the students for whom they are responsible. Please resist the temptation to group with other adults while allowing students to "do their own thing."

Chaperones are responsible for the safety and behavior of those students assigned to them.

Enjoy the group of students you are with! However, if you experience any difficulties with a student or group of students, please report the problem immediately to the teacher or supervising AFA staff.

In school-owned or rented vehicles, the chaperone is responsible for assisting the teacher in identifying and addressing behavior concerns. The teacher is primarily responsible for student behavior and safety, but with help from chaperones. Never allow dangerous or potentially dangerous behavior at any time.

Know how many students are in your small group and count, count, count, all day! Be sure that all are present before moving from one place to another (especially when heading home!).

Please refrain from purchasing special treats for the children in your group unless all the children in the class benefit equally. Several students have allergies and food items must not be distributed to any student without teacher consent.

Additional questions about field trip procedures may be addressed to your child's teacher.

ADDITIONAL INSTRUCTIONS FOR VOLUNTEER DRIVERS:

All volunteer field trip drivers must have a current copy of the *Volunteer Driver Application Form* approved by the administration, a copy of their current driver's license, and proof of insurance on file in the school office.

- The teacher in charge of the field trip will make vehicle assignments for students.
- Students are to remain with the chaperone/driver to whom their teacher assigns them for the entire day.
- 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 making specific group assignments that they may not be free to explain.
- You will be provided with a list of the names of the children being transported in your vehicle.
- Drivers should arrive at school at the time designated by the teacher, typically 10-15 minutes prior to departure time. Schedules are sometimes tight.
- The teacher in charge of the field trip will carry copies of emergency medical information for each student on every trip. The teacher will carry all emergency medication on her person for the duration of the trip.
- Seat belts must be worn at all times; one child per working seat belt. Students are required to be in an age appropriate safety seat provided by their parent. We recommend the guidance provided by the [National Highway Traffic Safety Administration](#) (NHTSA) but, at minimum, as per [Virginia Child Restraint Law](#).
- **Al Fatih Academy and chaperones/drivers maintain the right to refuse to transport a child who does not have age-appropriate seat restraints.** Car seats and booster seats will not be shared or provided.
- While traveling, cars will "caravan" together. The teacher will designate a lead driver.
- 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.
- The teacher will provide a map and/or directions for the trip. Drivers will remain with the field trip "caravan" and follow the designated route. Do not make unauthorized stops or detours. Please call the school immediately if you experience car trouble or become lost.
- Drivers are expected to obey all traffic laws and acceptable speed limits.
- If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call the school main line for instructions.
- Children must enter/leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.
- Children must never 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 the hands/feet to themselves. If any student does not cooperate, please inform the teacher.

IN THE EVENT A SHUTTLE BUS OR PRIVATELY-OWNED VEHICLE (EX. CAR DRIVEN BY PARENT FOR FIELD TRIP OR ATHLETIC COMPETITION) IS INVOLVED IN AN ACCIDENT:

The vehicle is to remain at the scene of the accident until law enforcement officials release the vehicle.

- The driver (when possible or other adult next in authority) is instructed to make the first phone calls to 1.) emergency responders, as needed 2.) law enforcement officials and 3.) Al Fatih Academy office.
- The driver will follow directions given by emergency responders and law enforcement officials.
- The driver will follow the instructions given by AFA Administration regarding transporting students from the scene.
- The driver (or other responsible adult at the scene) will complete a report and statement with the Administration immediately following the incident.
- Only the designated school personnel will contact parents regarding the incident.
- Only the designated spokesperson will speak with media regarding the incident



We often need help in transporting students on field trips and for special events. Our school parents have been generous in their assistance. The purpose of this form is to ensure the safety and accountability of our students, reduce the liability of the school, and that of volunteer drivers by being proactive with our screening of parent drivers. If you are interested in helping with such needs during the school year, please read the attached sheet, Driver and Chaperone Instructions, then fill out this form and return it (along with copies of your driver's license and current proof of insurance) to the school office. A new form will be required each year.

Section I - Volunteer Driver Information

Full Name _____ Driver License # _____ Exp. _____

Address _____ City/St/Zip _____

Home phone _____ Work phone _____ Cell Phone _____

Car #1 Model/Yr. _____ License Plate _____ # of working seatbelts _____

Insurance Co.: _____ Policy # _____ Valid Thru _____

Uninsured/underinsured motorist coverage? Yes / No

Car #2 Model/Yr. _____ License Plate _____ # of working seatbelts _____

Insurance Co.: _____ Policy # _____ Valid Thru _____

Uninsured/underinsured motorist coverage? Yes / No

Answer the following by circling Yes or No.

- Yes / No Have you been in an accident in the last three years? *(If YES, please describe the accident and its cause on a separate sheet of paper and attach it to this form.)*
- Yes / No Have you been ticketed for moving violations within the last three years? *(If YES, please describe the infractions on a separate 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 operation of a vehicle, or driving while under suspension or revocation? *(Note: Our school will not be able to use volunteers with a YES answer, regardless of when the incident took place.)*

Section II - Requirements for Volunteer Drivers: I certify that for the current school year:

- I possess a valid _____ (state) driver's license.
- 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 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. (Note: This is the only coverage that most nonprofit organizations can provide because of the impossibility of their affording or even obtaining primary or direct coverage on the vehicles of volunteer drivers.)
- I will advise the school of any and all changes in information provided on this form.
- Students riding in my vehicle(s) will be seated in the back seat(s) and 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.
- I will notify school personnel if there are any changes to this information provided above or I no longer wish to drive for this school year.

Section III - Declaration and Signature

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

Signed: _____ Date: _____

Section IV - School Administration Approval

_____ Approved _____ Disapproved Administrator's Signature: _____ Date: _____