



# Calvary Episcopal School Field Trip Driver Information



**This section is to be (1) completed by the head room parent, (2) approved by the headmaster, and (3) copied and sent out to potential parent drivers.**

Date of Field Trip \_\_\_\_\_ Teacher \_\_\_\_\_

Time of Departure \_\_\_\_\_ Estimated Time of Return \_\_\_\_\_

Destination \_\_\_\_\_

Headmaster Approval \_\_\_\_\_ Date \_\_\_\_\_

## Field Trip Guidelines

Field trips are planned by the teachers and the administration in order to suit the needs of the class and complement the curriculum. In order for a student to participate, the parent or guardian must sign a separate permission slip for each field trip. Parents are needed and are encouraged to volunteer to help with transportation on these occasions.

Field trip permission forms must be approved and initialed by the headmaster prior to being sent home for parent signature.

Field trip coordinators must inform food service, and all out-class teachers of field trip plans, i.e., times of departure and return. Coordinators should confirm arrangements for the trip the day before leaving. Teachers must confirm that each student has the required signed permission slip before leaving the school grounds.

Field trip safety guidelines must be followed. These rules protect our students from harm and protect drivers from legal liability. All drivers must uniformly enforce these guidelines. Drivers who do not follow these guidelines will not be allowed to drive on any future field trips.

- Each driver must have, in his/her possession, a copy of the notarized field trip/emergency care permission form for each student traveling in his/her vehicle. The teachers will keep these permission forms and give them to the driver at the time they are preparing to depart from the school campus. Upon returning to the school campus, the teacher will collect these emergency forms and keep them for the next field trip.
- Each driver is responsible for the supervision of the students in his/her transport for the duration of the field trip.
- No unauthorized or unscheduled stops for gas, treats, etc., are allowed during any field trip.
- Students must wear the uniform specified on the field trip permission form for all off-campus excursions (i.e., spirit shirt, dress uniform, etc.).
- Any vehicle carrying students must be in good, safe condition and operational.
- Drivers must provide evidence of a valid driver's license and evidence of adequate liability insurance coverage.
- Drivers must have a current acceptable driver's record on file from the Texas Department of Public Safety.
- Children under the age of 13 may not ride in the front seat of vehicles with passenger-side airbags.
- A first aid kit must be carried in a minimum of one car on each field trip. These can be checked out from the school nurse.
- Fire extinguishers must be in all vehicles. These can be checked out from the school office.
- Drivers are not to start their vehicle until all students are in booster seats (if applicable) and all seat belts are fastened, all children are sitting as far back in the seats as possible, and all doors are closed. Children must wear his/her own individual seatbelt at all times.
- Drivers must drive defensively and carefully staying within the legal speed limits at all times.

- Chaperones or other adults may not smoke when transporting or escorting students during school-related functions.
- Field trip drivers must not take medications that might impair driving ability, such as pain medication, muscle relaxants, or other controlled substances.
- Chaperones are prohibited from consuming alcohol at anytime during a field trip.
- Drivers cannot bring guests, including siblings, on a field trip, unless the director grants prior permission.
- Drivers must have "Safeguarding God's Children" training.
- At the conclusion of the trip, chaperones must fill out a "Field Trip Evaluation/Incident Report" and return it to the trip coordinator.
- The following adult/student ratio will be maintained at all times:
  - \* One adult to five students for four-year olds.
  - \* One adult to six students for five-year olds and older
  - \* Two adults per vehicle that is carrying more than five children.

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**The following is to be completed by the potential parent driver and returned to the teacher. Teacher submits the completed form to the office.**

**Please Print**

Driver Name \_\_\_\_\_

Texas Driver's License Number (Attached Copy Required) \_\_\_\_\_

Current Liability Insurance Company (Attached Copy Required) \_\_\_\_\_

Insurance Company Phone Number \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Yr \_\_\_\_\_

Vehicle Inspection Expiration Date \_\_\_\_\_ Tag # \_\_\_\_\_

Does vehicle have adequate seat belts? \_\_\_\_\_

Is vehicle in good working order? \_\_\_\_\_

Cell Phone # \_\_\_\_\_

"Safeguarding God's Children" training completed? Date: \_\_\_\_\_

**I have read, understand and agree to abide by the Field Trip Guidelines. I certify that all information completed on this form is accurate and true.**

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

# CES Field Trip Evaluation/Incident Report

Post Trip Information: To be completed by the driver and returned to the director. (Please print.)

Driver Name \_\_\_\_\_ Trip Date \_\_\_\_\_

Trip Destination \_\_\_\_\_

Name of students in the vehicle:

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Please note any incidents that occurred that presented a potential danger to students:

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Please detail suggestions for field trip improvements:

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Additional comments:

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Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

**CALVARY EPISCOPAL SCHOOL**  
**FIELD TRIP CHECK LIST**

	Date/√	Comments
<b>Field trip permission form</b>		
1. Approved by headmaster		
2. Send out to parents (collect & remind)		
<b>Send out/collect/remind Field Trip Driver information forms. Turn completed forms into the office.</b>		
<b>Inform departure/return times to</b>		
1. Cafeteria food service		
2. Out class teachers		
<b>Provide teachers, front office and drivers a passenger list prior to the day of the field trip</b>		
<b>Remind teacher to bring his/her packet of student emergency medical forms.</b>		
<b>Field trip name tags for students, drivers and teachers. Give to teachers prior to trip</b>		
<b>First aid kit</b>		
<b>Remind drivers to get and return</b>		
1. Fire extinguisher		
2. Field trip sign for car window		
3. Student emergency forms		
<b>Send any necessary reminders i.e. dress, sack lunch, drinks etc.</b>		

