

DRIVER AND CHAPERONE INSTRUCTIONS

Tri-County Christian School 815-233-1876

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 your child's school and its activities. The following are guidelines that we ask our drivers and chaperones to follow:

Reminder of School Policies

1. Drivers must have a signed "Volunteer Driver's Form" on file in the school office.
2. Drivers should carry high levels of insurance (at least \$100,000).
3. Drivers should confirm with their insurance agents that school trips are covered.
4. Drivers should only use autos that are in 100% safe operating condition.
5. All riders must wear seatbelts, as required by state law.
6. Smaller students aren't allowed in front seats equipped with airbags.
7. Drivers with any history of DWI/DUI or suspended licenses within the past five years are not acceptable drivers.
8. Drivers with over two moving violations in the past two years are not acceptable drivers.

General Instructions for Chaperones

1. **Please bring a cell phone** if you own one. School office number is 815-233-1876. Inform the teacher of your cell phone number.
2. It is essential that chaperones **sign up at least three days in advance**.
3. **Please do not bring siblings.** Only students enrolled in the class or activity may go. Drivers/chaperones must be free of distractions so that they can adequately supervise their group. This is for the benefit of your student(s) and other students in the class.
4. **Enforce/Expect Good Behavior.** Chaperones are expected to supervise and control the behavior of the students assigned to them. Students are expected to follow all school rules and dress codes. Do not tolerate rude, loud, or coarse behavior. Immediately report misbehavior to the teacher.
5. **No switching groups or autos.** Keep students in exact group and auto to which the teacher originally assigned them.
6. **Keep group in sight at all times. Never allow your group to "do their own thing".** Keep students in the exact group to which the teacher assigned them. Please, no switching.
7. **Limit special food treats.** Please refrain from purchasing special treats for your group unless the entire class gets the same treat and the STUDENT ALLERGIES SHEET HAS BEEN CHECKED.
8. **Please refrain from the use of any tobacco or e-cigarette products.**

(TURN OVER)

Additional Instructions for Drivers

- Allow teachers to make all seating assignments.
- Arrive at least ten minutes before departure.
- Enforce seatbelt rules (laws). Place only one student per seatbelt and no “smaller” students less than 100 pounds or five feet in height are to be seated in front of a passenger-side air bag.
- Share your cell phone number with other drivers and the teacher.
- Please follow the map or directions provided by the teacher. Do not take other routes unless teacher is notified of this change.
- Follow all traffic rules, including speed limits. Remember, you are a role model.
- Call school ASAP if you experience car trouble, become lost, or a student becomes ill. (Office – 233-1876)
- Unload students from the curbside doors whenever possible.
- Students must not be left unattended in a vehicle.
- Students should not eat or drink in your car without your permission. If any student does not cooperate, please inform the teacher.
- Drivers/chaperones are expected to only play clean, conservative music on their car radios.
- If allowed by the teacher, students may bring personal electronic devices

Thanks for being a chaperone or driver for this event. We truly appreciate your help!

TRI-COUNTY CHRISTIAN SCHOOL

VOLUNTEER DRIVER'S FORM

Student's Name (First & Last) and Grade

Driver's Last Name

School Year

Section I – Legal Notices to Volunteer Drivers

TCCS greatly appreciates the willingness of parents to drive on school activities. This notice is being provided to make you fully aware that the school's liability insurance does not provide primary or direct insurance on your vehicle in the event of any type of accident.

TCCS's insurance will only take effect after your personal auto insurance limits are exhausted. This is the only coverage that nearly all non-profit organizations provide. TCCS felt that you should be fully aware of volunteers' liabilities when transporting students on school activities.

Section II – Requirements for Volunteer Drivers

To protect yourself, TCCS students, and the school, TCCS requires that all volunteers and staff follow these procedures:

- (1) Carry high levels of liability and uninsured motorist insurance on your vehicle. (At least \$100,000, but better yet \$200,000 - \$300,000.)
- (2) Contact your insurance agent and confirm that your auto would be covered during such volunteer activities.
- (3) Only use your auto when it is in a 100% safe operating condition.
- (4) Require all riders, both driver and passengers in front and rear seats, to wear seat belts at all times, even on short, across-town trips.
- (5) Only drive when your driver's license and auto insurance are fully in force.
- (6) Do not drive if you have had either a DWI/DUI or had your license suspended within the past five years.
- (7) Do not drive if you have had over two moving violations or two speeding tickets in the past two years.

Dad

Mom

I certify that I possess a valid _____ (state) driver's license and that I am 21 years of age or older.

Please attach a photocopy of the following:

1. Current driver's license
2. Current auto insurance card

READ, SIGN, & DATE THE BACK SIDE OF THIS FORM.

- 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 coverages 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 coverages 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: This is the only coverage that most non-profit 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 change in information provided on this form such as non-renewal of license, termination of license, excessive moving violations, and termination of insurance.
- I will enforce the rule that all students riding in my vehicle(s) must be seated and that both front and back seat passengers will be secured with individual working seatbelts. No double belting of children is permitted. Seatbelts are to remain secure throughout the entire trip. I am aware of the state law requiring the parent or legal guardian of a child under the age of 8 years to provide a child restraint system for his or her child. (Any person who transports the child of another shall not be in violation of this Section unless a child restraint system was provided by the parent or legal guardian but not used to transport the child.)
- I will only use my vehicle when it is in safe operating condition (brakes, tires, etc.).
- I agree to never use a convertible vehicle to transport TCCS students.
- I agree to not place a student under 100 pounds or five feet in the front seat of a vehicle equipped with passenger side airbags. Drivers are expected to follow any directions posted in the auto by the manufacturer.
- I agree to read and follow the Driver and Chaperone Instructions sheet for the field trip.

Section III – Declaration and Signature

I affirm that I agree to follow the above listed requirements and will carefully transport students under my care, including obeying all traffic laws.

Father's Signature _____

Date _____

Mother's Signature _____

Date _____