



Chaperone Driver Application

PLEASE COMPLETE ALL FORMS AND SUBMIT, WITH SUPPORTING DOCUMENTATION, TO THE SCHOOL OFFICE FOR APPROVAL.

Grace Christian Schools greatly depends on the direct involvement of school parents for transportation and chaperoning on field trips and other offsite events. We truly appreciate your willingness and cooperation in providing support to our students and teachers. As a Chaperone Driver, your role is to give your undivided attention to the students placed in your care. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them. To ensure your safety and that of the children, please observe the following guidelines:

FIELD TRIP POLICIES AND PROCEDURES

All Chaperone Drivers must have a Field Trip Carpool Driver Application Form on file in the School Office and meet the necessary requirements.

Under ACSI Legal Department recommendations, ONLY student(s) enrolled in the school may go on any field trip. **UNDER NO CIRCUMSTANCES MAY GUESTS OR SIBLINGS ATTEND A FIELD TRIP.**

All students must be in an age/weight appropriate safety restraints/booster and seatbelts must be worn at all times. **PARENTS MUST INSTALL THEIR CHILD'S SAFETY RESTRAINT/BOOSTER IN CHAPERONE'S VEHICLE.** To allow parents access to your vehicle, please arrive at school at least ten to fifteen minutes before departure time.

Make sure you understand the driving directions before leaving campus. The teacher will provide a map/and our directions with a specific route. Do not take a "better" way or stop for snacks unless this is part of the teacher's plan. Stay on schedule. Get permission from the teacher if there is a need to leave early.

For each student in your care, you will receive a copy of their permission slip and emergency information. Make sure to return it to the teacher at end of the field trip.

The teacher will make vehicle assignments for the students. Teachers sometimes have special reasons, that they may not be free to explain, for assigning specific seating arrangements.

Know exactly 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).

GCS Office phone number is 949-951-8683, Ext. 0. Please notify the School Office immediately, if you experience an emergency, illness, delay, car trouble, or you become lost or separated from the school group.

If you own, or have access to a cellular phone, please bring it on the field trip for safety reasons. However we ask that you turn off your cell phone during any presentations. While traveling, and on site, cell phones should be on for emergency purposes only. Do not conduct any personal telephone business during the field trip.

It is important for volunteers to realize they are representing a Christian role model to our students. Please be an example by demonstrating maturity in actions, attitudes, language, and dress.

It is expected that you will obey all traffic laws including enforcing seat belt and safety restraints for each passenger, maintaining acceptable speed limits and refraining from texting and cell phone use.

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.

Please use discretion when choosing music to play in your vehicle when transporting students. We suggest Christian or instrumental music in order to be sensitive to all of the students.

All vehicle TV's are to be kept off. This is a great time for children to socialize and interact with one another.

Children must not be left unattended in a vehicle for any reason or any amount of time.

Grace Christian Schools' students are expected to behave off campus as they would on campus. Chaperones are responsible for the behavior of those students assigned to them. Please be assertive in maintaining proper student courtesy and conduct. Should student conduct become unmanageable or unsafe, alert the teacher, or other staff member, immediately.

Chaperones should make it a priority to remain with the students for whom they are responsible unless instructed otherwise by the teacher. They should keep the students who rode with them, close to them. Please limit socializing, with other parents, to appropriate times and keep in mind your service commitment to the students as stated above.

Students are to return with the same person and vehicle that transported them for this event. **EXCEPTIONS ARE RESERVED FOR EMERGENCY SITUATIONS ONLY AND CAN BE MADE BY THE ADMINISTRATION AND/OR CLASSROOM TEACHER ONLY.**

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND WILL ABIDE AS DESCRIBED IN GRACE CHRISTIAN SCHOOLS' FIELD TRIP POLICIES AND PROCEDURES.

Parent Signature

Date

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IN ORDER TO DRIVE ANOTHER CHILD, YOU MUST COMPLY WITH ALL REQUIREMENTS AS STATED BELOW

We often need help in transporting student on field trips or school events. Our school parents have been generous in their assistance. The purpose of this form is to reduce the liability of the school and chaperone drivers by being proactive in our selection of parent drivers. When submitting your Chaperone Driver Application, please include the following documentation:

* Photo copy of your car insurance liability coverage. (Front page of policy, not insurance card)

* Photo copy of your current driver's license: No. _____ D/L Expires _____

YOU MAY ALSO FAX THIS INFORMATION TO 1-480-247-4737

Section I—Driver/Vehicle Information

Driver's Name: _____

Phone: (H) _____ (W) _____ (C) _____

Address: _____

City: _____ Zip: _____

Car Make/Model: _____ Year: _____ Vehicle License #: _____

Number of working seat belts in car: _____ Number of Passengers: _____

Section II—Insurance Information

Required liability insurance: (1) \$100,000 for bodily injury per person; (2) \$300,000 per incident for bodily injury for all vehicle occupants; and (3) \$50,000-\$100,000 for property damage. Amount on this car:

Insurance Company: _____ Policy #: _____

Amount: (1) _____ (2) _____ (3) _____

Uninsured/underinsured motorist coverage? Yes No Policy Expiration Date: _____

Yes No Have you been in an accident in the last three years?
If YES, describe the accident and its cause on another sheet of paper and attach to this form.

Yes No Have you ever 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?
If YES, please explain on another sheet of paper and attach to this form.

Yes No Have you ever been convicted for a felony? [Note: GCS is not able to use volunteers with a "yes" answer even if the incident took place before the person became a Christian.]

Section III-Requirements for Drivers

- * I possess a valid driver's license and the necessary insurance.
- * I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members.
- * I understand that the school's insurance will take effect only after my personal auto insurance limits are exhausted.
- * I have read and agree to follow the School Field Trip Policies and Procedures and affirm that I will carefully 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 agree to **NOTIFY THE OFFICE WITH ANY CHANGES OF INSURANCE, VEHICLE, OR DRIVER'S LICENSE.**

Parent Signature: _____

Date: _____