

South Whidbey School District No. 206

APPROVAL FOR THE USE OF PRIVATE VEHICLE

School: _____

This authorizes _____ to voluntarily use his/her automobile for the transportation of pupils of this school for the purpose of:

_____ on:

Date of Activity

Max # of Students

Authorized School Official

To be filled out by Volunteer Driver:

Note: *Attach photocopies of insurance I.D. card, driver's license and registration.

NOTICE: By signing below I certify that:

1. I have automobile liability insurance and understand that my insurance is primary before any other collectible insurance.
2. I am older than 21 years of age.
3. My vehicle is in safe operating condition, and is equipped with seat belts that will be used by each passenger. I drive in a safe manner and in accordance with State laws, and that I do not have any DWI convictions, moving vehicle violations or at-fault accidents.
4. I have a current Washington State Patrol background information check on file in the district.
5. I am aware that I am responsible for the supervision of students riding in my vehicle and will take reasonable care to protect them from foreseeable harm.
6. I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

Name of Driver: _____

Address: _____

City: _____ State _____ Zip _____

Vehicle Year/Make/Model: _____

Vehicle License No.: _____ State _____

Driver License No.: _____ Expires: _____

Insurance Company: _____ Agent: _____

Limits of Coverage: _____

Signature

Date

Volunteer Driver Checklist for Private Vehicle

Vehicle Inspection

Please respond to each item with a yes or no answer.

YES/NO

- _____ There is a working seat belt for the driver and each passenger, and I understand that seat belts will be worn.
- _____ My vehicle's brakes, including the emergency brake, are in good working order.
- _____ My vehicle's tires have legal tread depth (at least 3/32").
- _____ My vehicle's brake lights, turn indicators, and headlights are in good working order.
- _____ My vehicle's windows are clear and provide an unobstructed view for the driver.
- _____ My vehicle has functioning rear view mirrors (center and left side).
- _____ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- _____ My vehicle has a rated capacity of ten passengers or less.
- _____ If my vehicle has dual airbags, I will not seat children under 12 or small persons in the front passenger seat.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips.

Signature of Volunteer Driver

Date

Administrative Review

- _____ If the volunteer will have unsupervised student contact, the district has obtained the information or order a Washington State Patrol background information check.
- _____ All students have parental permission to ride with the volunteer driver.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Principal

Date

SOUTH WHIDBEY SCHOOL DISTRICT

GUIDELINES FOR VOLUNTEER FIELD TRIP CHAPERONES

Thank You for Your Support

The South Whidbey School District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Thank you very much for giving your time and support to these important activities. In order to help ensure that district sponsored field trips result in safe and rewarding experiences for all participants, we have prepared the following information about our procedures for volunteering as a field trip chaperone and the general guidelines for chaperone conduct.

In addition to these guidelines, you will receive an orientation on your role as a chaperone from the district staff member responsible for supervising your field trip. If you have any question regarding these procedures or guidelines, please contact this staff member or the building principal/program manager.

Procedure for Becoming a Volunteer Field Trip Chaperone

Because student safety is a paramount concern, Washington State law requires the district to conduct a criminal record background check on all school volunteers. To accomplish this, all volunteers must complete the following forms:

- District/Volunteer Disclosure Form
- Washington State Patrol Request for Criminal History Information
- In addition, if you will be transporting students in your personal vehicle:
 - District Volunteer Driver Checklist
 - Request for Drivers' Abstract from the Department of Motor Vehicles

The district also requires that volunteer chaperones must be at least 21 years old. If you have questions regarding the procedure for becoming a volunteer, you may also contact the district's Human Resources Department.

Guidelines for Volunteer Chaperones

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, emergency procedures, and any district policies relating to the field trip. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal/program manager.

1. Students must be supervised at all times while at district-sponsored events. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

2. Chaperones may not use, sell, provide, possess, or be under the influence of drugs or alcohol during a district sponsored event.
3. Chaperones are not permitted to possess any weapon during a district sponsored event.
4. Chaperones are not permitted to use tobacco in the presence of, or within the sight of students.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Chaperones are not permitted to administer prescription or non-prescription medications to students.
7. Family members or friends of a chaperone may not participate in a district-sponsored field trip or event unless prior approval has been obtained from the building principal/program manager. Any field trip or event participant age 18 or older who is not a student in the district must complete all district forms required of adult volunteers.
8. While participating in a district-sponsored event, chaperones are expected to follow the directions given by the district's supervising staff member, comply with district policies, and work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
9. Chaperones that transport students in their personal vehicle are expected to comply with all district and state student transportation rules and regulations. In particular, district policy requires that your personal insurance provides primary coverage in the event of an accident or injury.

We hope these guidelines help you understand the importance of role as a volunteer chaperone. If you have any questions about these procedures and guidelines, we urge you to discuss them with the supervising staff member for your field trip or the building principal/program manager. Again, thank you for your support of school activities. You are a necessary part of a successful and enjoyable school event!

I acknowledge that I have received a copy of the South Whidbey School District Guidelines for Volunteer Field Trip Chaperones, have read the guidelines, and agree to comply with the guidelines as a volunteer and with the South Whidbey School District.

Name: _____
(signature)

Date: _____

Name: _____
(printed name)