

Richland School District Two

FIELD TRIP CHAPERONE AGREEMENT

Reviewed and endorsed by all Chaperones & Given to Bus Driver Prior to Departure.

Trip Destination: _____ **Date:** _____

Sponsor's Name: _____

School Name: _____

Thank you for agreeing to be a Chaperone for this field trip. Your role as Chaperone is to follow and enforce the District's Bus Riding Rules, to include the following:

Sponsors, chaperones, and students are expected to abide by the District's Bus Riding Rules below (students will also abide by the District's Student Code of Conduct):

Chaperones are volunteer adults that offer their services to assist the sponsor(s) and bus driver during a trip.

The bus driver will provide a business card for the chaperone to complete, providing his/her name and telephone number. The bus driver will fill out a similar card and exchange cards with the chaperone.

- Sponsors and chaperones are responsible to ensure all passengers are accounted for before departing any location where passengers have exited the bus.
- All riders are required to have a safe seating position and stay seated while the bus is in motion. No passenger is permitted forward of the front passenger seat when the bus is in motion. This includes teachers giving instructions during the trip.
- Bus aisles and emergency exits must be kept clear and unobstructed; this requires that no objects (coolers, suitcases, sports equipment, etc.), trash and trash bags be located in the aisles or block easy access to an emergency exit of any kind (this includes window exits).
- Adequate time must be allowed after loading for drivers to brief passengers on emergency procedures.
- Roof hatches and emergency exit doors should be operated only in an emergency or by the bus driver.
- While audio devices and cell phones may be authorized by the trip sponsor on athletic trips, the trip sponsor/chaperone assumes responsibility for ensuring all passengers hear and obey safety instructions from the driver. Please refer to the [District cell phone policy](#) for details.
- For safety reasons, no loud music, singing, or cheering are permitted. Profanity, ethnic slurs, or bullying are prohibited. Students will abide by the District Student Code of Conduct at all times.

- No part of a rider’s body may extend outside the interior of the bus while the bus is in motion. No rider is allowed to throw items from the bus.
- Personal toiletries (sprays, polishes, lotions, make-up, etc.) may not be applied while on the bus.
- The bus may be used to provide privacy for clothing changes once the field trip has reached its destination. Sponsors are responsible for assuring privacy for students when the bus is used.
- All food items, drink containers, and trash must be placed in trash bags by students, sponsors, and chaperones prior to the end of the trip; trash bags will be provided by the bus driver. No alcohol or tobacco products are permitted on the bus at any time.
- The District is not responsible for items missing from or left on the bus.
- All buses are equipped with video monitoring equipment that may include audio recording and are subject to School Board Policy.
- The **driver is the final authority** governing the safe operation of the bus. Buses will not be operated if the passenger load exceeds the safe transport of passengers or if an unsafe operating condition exists. This includes obstructed aisles or emergency exits. The Driver must assure compliance with all state and federal school transportation laws.

Chaperones will follow the directions of the sponsor and assist in maintaining behavior and accountability of students on a field trip. Chaperones are not permitted to bring passengers on the bus without prior approval of the Manager of Transportation. Children who must be seated in a booster (20-40 pounds) or child safety seat (0-20 pounds) may **not** be transported, except limited circumstances on Special Needs Buses.

Signature signifies that the chaperone understands and agrees with the terms and conditions above.

_____ **Chaperone Printed Name** _____ **Date**

_____ **Chaperone’s Signature**

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In the event of an emergency, please contact:

_____ **Print Name** _____ **Phone**

_____ **Address**