



Field Trip Driver Information

Dear Parents and Guardians,

The District requires field trip drivers to have a current **Volunteer Personal Automobile Use Form**. This form requires a photocopy of (a) your Driver's license and (b) your Insurance Policy Declarations page.

Due to concerns about the release of confidential information, **the Driver's license photocopies will be kept in the School Community Liaison Office** and expiration dates will be listed in the SO Check/Fingerprint/TB Binder in the Front Office. The copies will not be released unless they are requested by the Board in the event of an "unusual field trip" i.e. out of State. As with TB results, you will be notified when your license expires and asked to provide an updated copy. All outdated information will be shredded.

Copies of your Insurance Policy Declarations page and your Volunteer Personal Automobile Use Form will be held by the **classroom Field Trip Coordinator**. Please note a copy of the actual Declaration page (not your insurance card) must be provided. Please provide an updated copy to your Field Trip coordinator when your insurance expires.

New: Release of Driver Record Information form must be submitted three weeks before driving a field trip. This is a once a year form. Do not turn in duplicates. The clearance will be in the binder with TB and fingerprints.

Please read the following field trip policies and expectations. These guidelines are also available in our Handbook. **Volunteering to drive or chaperone a field trip includes agreeing to abide by these policies.**

PLEASE NOTE: parents who go on the field trip who are not responsible for driving or chaperoning need teacher approval, WILL NOT receive volunteer hours, and MUST have fingerprints and clear TB on file.

If you have any questions please call me at 277-7034 or email diane-soule@scusd.edu.

Thank you for everything you do, including going the extra mile(s) for our kids!

Diane Soule
LdV School Community Liaison

Expectations of Adults Volunteering on Field Trips and Off Campus Events

Thank you in advance for your generous time and contribution to chaperone field trips. Field trips are core to extending the learning opportunities in every grade level. Most of the guidelines below fall under good judgment and common sense.

Adults who commit to chaperone on day or overnight field trips must:

Accept that their role is to ensure the physical and emotional safety of the children assigned to their care.

Refrain from cell phone conversations or texting unless there is an emergency and the teacher is supervising your group.

Not bring older or younger siblings as this will distract from chaperoning obligation.

Not bring pets, even on walking field trips.

Not stop at drive-thru restaurants, coffee shops, or any other location unless arranged by the classroom teacher.

Drive the same students in the same vehicle to and from fieldtrip location and school, unless a change has been authorized by the classroom teacher.

Actively support their student group with positive behaviors, supervising students, and demonstrating how to respect guest speakers.

Dress appropriately for the field trip and follow the school dress code. Clothing should have no references to sex, drugs, alcohol, or any illegal activity. Parents should dress modestly (no bare backs, halter tops, low-cut shirts or sagging pants). Shoes and general attire should be appropriate for the trip (i.e. hiking shoes for a hiking field trip).

Refrain from cigarettes, drugs, and alcohol. It violates board policy, law, and common sense to partake in inappropriate substances at any time during field trip supervision.

Parents who make poor decisions or violate the safety of students by being under the influence of any amount of drugs or alcohol will lose parent hours for chaperoning and will lose the right to supervise future field trips.

SCUSD Volunteer Code of Conduct

Asks that volunteers:

- Be conscientious and concerned for the health and safety of students.
- Be free of the influence of alcohol or illegal drugs when with students on or off school grounds.
- Have no outside contact with an individual student unless authorized by administration or parents.
- Adhere to district, school and classroom policies, rules and regulations.
- Promptly inform the teacher and school when unable to attend or when discontinuing to serve as a volunteer.
- Dress and act professionally.

Field Trip Policy

Occasionally a teacher will take his/her class away from school on an educational field trip. We expect students to be good representatives of Leonardo da Vinci K-8 School exemplary behavior is expected during field trips.

Each student must have a permission slip signed by a parent or guardian to leave the school for a field trip. Parents should fill out and return any permission slips sent home in a timely manner. Parents may not phone in permission.

Field trips are by invitation only. A field trip should be a safe educational outing. A student may be excluded from participating in a field trip if, in the teacher or principal's judgment based on past behavior (i.e. suspension) or academic problems, his/her behavior will reflect adversely on the school or in any way interfere with the safety or academic progress of him/her self or others. Students who must remain behind will be provided with an educational alternative.

Overnight field trips are not mandatory. If trip fees are not paid, or parents prefer their child not attend, students will be provided with an alternative educational program on campus.

Siblings and/or pets are not allowed on field trips. To bring siblings and/or pets to a field trip diminishes the proper supervision of students. An educational outing should provide a maximum of safety and quality time between the students and the parents assisting with supervision of the event.

Parents volunteering to serve as field trip drivers must prove they have adequate automobile insurance coverage as required by SCUSD. Drivers must fill out the appropriate District form for each field trip. Each participating adult must have a TB test verification on file. Additionally, fingerprints must be on file with SCUSD. The National Highway Transportation Safety Administration advises: "Never put a child safety seat in front of an airbag on the front seat." Students aged 12 and under must ride in the back seat.

All adults volunteering on field trips or for any on and/or off campus educational activities are subject to Ed. Code 48900, Chapter 2 which prohibits being under the influence of any controlled substance, alcoholic beverage, intoxicants and the use of tobacco for the duration of all educational activities on and off campus (including in car and/or in parking lot). Non-adherence to above Ed. Code will result in the loss of the privilege to drive and/or supervise any student other than their own in any educational activity for the duration of their child(ren)'s stay at Leonardo da Vinci School, K-8. Any parent who has been notified of safety misconduct in conjunction with the Ed. Code 48900, Chapter 2 will lose the parent hours they would have earned during that activity.

On field trips, parents are expected to act as chaperones and take on the responsibility of directly supporting the supervision and safety of a group of students. Parents on field trips are asked to act as good examples to the students and follow all guidelines of behavior given to students, including silencing cell phones and dressing appropriately. Parents are asked not to smoke while on field trips or in vehicles, and to observe traffic safety procedures including obeying the speed limit.



VOLUNTEER PERSONAL AUTOMOBILE USE FORM

[One Form Required for Each Driver to be Approved]

Thank you for volunteering your time, and your automobile, to help transport our Students to off-site events or activities. In order to protect the health and safety of our Students, our District requires that anyone (employee or volunteer) using their personal automobile to transport Students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least fifteen (15) days before you transport our Students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

REQUIRED INFORMATION

Name of Driver:	
Calif. Driver's License No. & Exp. Date:	
Vehicle(s) Year/Make/Model:	
Vehicle(s) License Plate No.:	
Insurance Carrier:	
Policy Number and Expiration Date:	
Liability Coverage Limits:	(Minimum Required: \$50,000/100,000 liability and \$25,000 property damage)

We also require a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport Students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, please also be advised, that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, your insurance will provide the primary coverage for any resulting bodily injury or property damage. The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our Students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the Vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not transport Students in a Vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport Students unless I have a working seatbelt for each Student, with seatbelts to be used at all times by myself and all transported Students. The Vehicle(s) may be inspected by District representatives.
3. I am over the age of 21 and will be the sole driver of the Vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized Students ride in the Vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the Vehicle to a specific activity, event, or competition **if** the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission, I can purchase admittance for such other child.

Printed Name

Signature

Date

Date Received by District:

Received by:



OFFICE OF RISK & DISABILITY MANAGEMENT
5735 47th Avenue - Sacramento, CA 95824
Phone: (916) 643-9421
Fax: (916) 399-2056
Keyshun Marshall, *Coordinator II*

This form is required and must be completed and returned to Risk Management. The information below will be submitted to the Department of Motor Vehicle (DMV) in accordance with Title 8, California Code of Regulations.

RELEASE OF DRIVER RECORD INFORMATION

I _____ authorize Sacramento City Unified School District to review driving, motor vehicle related information periodically for the duration of my employment.

I understand that my driving privileges are contingent upon the Sacramento City Unified School District's review of such information.

I understand my signature is confirmation that I have read and understand the above information.

Organization: Sacramento City Unified School District

Signature _____ Date: _____

Printed Name (as it appears on driver license): _____

Driver License Number: _____ State _____ Circle Gender: M or F

Birth Date (Month/Day/Year): _____ Contact Phone Number: _____

Department/Site: Leonardo da Vinci eK-8 Title: _____

Volunteer: Substitute/PerDeim:

Please be aware of timelines and plan for the necessary preparation time prior to submitting this form. This form must be submitted two (2) weeks in advance when approval is required. This form is confidential and may be privileged. The information is intended solely for Sacramento City Unified School District Risk & Disability Management use or entity outlined for audit purposes and review or disclosure by anyone else is unauthorized. If you have received this form in error please forward immediately to the Office of Risk & Disability Management and destroy all copies without reading or disclosing the contents.