



ST. JOSEPH SCHOOL

FIELD TRIP GUIDELINES FOR CHAPERONES AND DRIVERS

- All field trips must be approved by the principal.
- Safety is of paramount importance throughout the field trip.
- All chaperones and drivers must be approved by the Child Protection Program (VIRTUS).
- No siblings are allowed on field trips.
- The teacher is the authority while on the field trip and is responsible for the entire class.
- The teacher is responsible for giving specific instructions to chaperones, drivers and students.
- The teacher must have copies of parent permission, medical emergency forms and the school phone number (703-880-4350), in case of emergency. The principal should be called prior to entering a hospital or emergency care facility.
- The teacher must ride with any students who suffers with severe allergies.
- All field trips will depart from Parish Hall A entrance. Chaperones and drivers must park in the lot adjacent to Hall A and enter the building at the Hall A entrance. Please wait quietly for the teacher and students to arrive.
- All field trips will return to the Parish Hall A entrance. Chaperones and drivers must wait with the students assigned to them just inside the Hall A entrance until the teacher arrives and accounts for the students.
- All drivers must leave at the same time after the teacher has directed each driver and group. All drivers must follow the teacher's plan, driving directly to the designated site and returning directly to the school. No stops will be made on the way to the destination for any reason. No driver or student should ever be left alone.
- All drivers must hold a valid driver's license, state inspection, and car insurance. Additionally, a Private Vehicle Transportation Information Form must be on file with the school nurse.
- All drivers should be aware of the major requirements of Virginia's Child Restraint Device Law (Code of Virginia Article 13-Section 46:2).

- Child restraint devices are required for children through the age of seven (until the eighth birthday). Safety seats must be properly used and approved by the Department of Transportation standards. There is no height or weight requirement associated with this law. The Virginia law is based solely on age.
- Rear-facing child restraint devices must be placed in the back seat of the vehicle. In the event that the vehicle does not have a back seat, the child restraint device may be placed in the front passenger seat only if the vehicle is either not equipped with a passenger side airbag or the passenger side airbag has been deactivated.
- Children may no longer ride unrestrained in the rear cargo area of vehicles.
- The law applies to anyone (i.e. parents, grandparents, babysitters, friends) who provide transportation for a child in any vehicle manufactured after January 1, 1968. Exemptions are taxicabs, school buses, executive sedans and limousines.
- This safety belt law is primary enforcement. NO other violation need be committed, prior to ticketing, for failure to have a child correctly buckled up.
- All drives will be given a sealed envelope with a copy of each assigned student's parent permission form, to be opened only in case of emergency.
- All chaperones and drivers are accountable for the students assigned to them throughout the field trip.
- All chaperones and drivers should be made aware of any specialized medical conditions of the students assigned to them, especially allergies.
- All drivers must adhere to NO CELL PHONE usage while transporting students. However, all chaperones and drivers should carry a cell phone in case of emergency.
- All drivers must refrain from using a radio, CD or DVD player while transporting students.
- Eating or drinking in the vehicle is not permitted, due to allergies and the risk of choking.
- All students must wear their own seat belt. No student may ride in the front seat.
- Smoking is not permitted in the presence of students.
- If a student appears ill, chaperones and drivers must report this immediately to the teacher. No chaperone or driver is to administer or dispense medication to a student or seek permission from a parent to administer or dispense medication to a student.
- If a student is misbehaving, chaperones and drivers must report this immediately to the teacher. No chaperone or driver should discipline a student or call the student's parents to report misbehavior.

- Field trips that extend past regular school hours are permissible with permission of the principal.
- Overnight trips are not permitted for elementary school students.



I have read, understand, and will follow St. Joseph School Field Trip Guidelines.

Chaperone/Driver Printed Name:

Chaperone/Driver Signature:

Date: