



# Ventura Missionary School

## Field Trip Drive / Volunteer Protocol

Teacher in charge: \_\_\_\_\_  
Field Trip date: \_\_\_\_\_  
Field Trip location: \_\_\_\_\_

Drivers / Volunteers / Faculty and Staff:

Thank you for your willingness to drive our students on their field trip. Please review the following field trip protocols and provide your signature at the bottom. This original signed agreement will be kept in the office, and you will receive a copy.

1. It is against the law to speak or text on your cell phone while you are driving unless it is on a hands-free device.
2. Do not speed with students in your vehicle. You must obey all traffic laws.
3. It is against the law to throw anything from a moving vehicle.
4. All passengers in the vehicle must wear their seat belts properly.
5. Let the students in your vehicle know rules for eating and volume control. Never communicate with another vehicle by yelling, by hand motions or gestures, or by written signs.
6. While in the vehicle, make sure the music is appropriate. If students are on their own devices, appropriate content is expected.
7. No DVDs or movies are allowed in the vehicle while transporting students on a field trip.
8. While on the field trip, you are a chaperone, not merely another participant. Please model appropriate field trip behavior for our students and assist the teacher in enforcing these behavior expectations:
  - Be attentive to the docents. Help gather around in a group, give the docent eye contact, listen to the docents, and never talk on your cell phone or speak to another person while the docent is speaking.
  - Raise hands to ask questions.
  - Show your appreciation at the end of your tour by applauding as directed by the teacher.
9. No siblings are allowed to join or travel on the field trip unless the sibling(s) (example twins) are in the same grade. Only VMS grade-level children are allowed to attend the field trip.
10. Do not make unscheduled stops on the way back to school or on the way to the field trip location. If something happens during the unscheduled stop, you are liable.
11. Chaperones may not use illegal drugs, prescription drugs, or alcohol which could impair judgement and driving ability.
12. All drivers and insurance must be pre-approved through Mrs. Steward in the school office.
13. As a driver and/or chaperone, one must dress appropriately to attend the field trip and represent Ventura Missionary School.

**I have read the above Field Trip Protocol. I agree to abide by the directives and rules.**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

**Print name:** \_\_\_\_\_