

# **TVCS Field Trip Handbook & Driver Application**

**2018 - 2019**

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Welcome to TVCS field trips! Our dynamic field trip program is 24 years strong! These field trips are a cornerstone of our charter and an educational program that makes us stand out from other schools. What we value most about field trips are that they:

- inspire curiosity
- offer a different way to learn, often with multisensory and hands-on opportunities
- allow students to make connections between what they learn in the classroom and the real world
- increase empathy, tolerance and critical thinking skills
- provide great opportunity for social interaction and bonding
- take us from our small world and open doors of possibility
- make lasting imprints on a child's education

Educational, school day field trips are financially supported by the TVCS General Fund. We believe they are so important in the education of our students that money is set aside for regular field trips to be paid for by the school.

Field trips require a great deal of planning and communication between staff, parents and students to maintain high standards for safety and educational excellence. Please read our field trip handbook to learn more about our program and to see how you can be a part of this great program!

If you have any questions regarding our field trip program, please speak to the classroom teacher or the RDC.

Thank you!

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Resource Development Coordinator  
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## **Field Trip Roles and Responsibilities**

Many members of the school contribute to orchestrating a successful field trip. This is our field trip team:

### **Administration**

The Administration will oversee all areas of the field trip program, including safety, liability and educational integrity. The Administration will approve/disapprove all field trip driver packets. Administration will review all field trip requests. Some things considered in the decision to approve a field trip include:

- Does it have educational value?
- Does it support the curriculum for that grade or group?
- Does it conflict with other events on the school calendar?
- Is it repetitious with other trips?
- Is the cost reasonable?
- 

All field trips must be approved prior to planning. Teachers and coordinators will use the Field Trip Approval Form to request to take a field trip. Once approved, teachers will be notified and planning may begin.

### **Resource Development Coordinator**

The RDC will directly oversee the TVCS field trip program. The RDC will work with Administration to keep policies and procedures up to date and to supply training for staff, field trip coordinators, and parents. The RDC will offer support in the planning and execution of field trips, including overnight field trips. Teachers will turn in all permission slips to the RDC no less than 2 weeks prior to a field trip.

Permission slips must be:

- filled out completely
- done in blue or black ink
- in alphabetical order
- accompanied by a class list

The RDC will verify the completeness of the permission slips. The RDC will also screen all driver permission slips to verify that each driver has an up to date driver file and is eligible to drive.

### **Teachers**

The teachers have a lead role in field trips. Field trips are an extension of the classroom and teachers are responsible from the early planning to the completion of a trip. Teachers work with all other members of the field trip team to ensure safe and meaningful experiences. Teacher responsibilities include:

- understanding and enforcing all TVCS field trip policies and procedures
- help recruit drivers for their class
- meet with coordinators to discuss curriculum and field trip requests for the year
- oversee the coordinators as they do the planning and information sharing with our families
- approve all paperwork distributed, including cover letters, permission slips, reminders, etc.
- ensure parents have all necessary information for a field trip

- ensure permission slips are passed out and collected on time
- ensure permission slips are filled out completely and turned in to the RDC no less than 2 weeks prior to a trip
- work with parents to ensure all student medical issues are confirmed, documented, discussed with the school health clerk, and all necessary provisions made
- ensure drivers/chaperones have clear instructions on their roles and expectations for each trip
- oversee the safety and well-being of all students on the field trip

### **Field Trip Coordinators**

The field trip coordinators will assist teachers in the planning of field trips. Field trip coordinator responsibilities include:

- understanding and helping enforce all TVCS field trip policies and procedures
- meet with teacher at the beginning of the school year to discuss field trip plans
- research venues for curriculum offered, available dates, cost, etc.
- fill out and submit field trip approval requests
- create a cover letter and permission slip to pass out to parents (must be approved by the RDC and teacher prior to sending)
- once the completed permission slips are verified by teachers and RDC, contact drivers and make seating arrangements (to be approved by RDC and teachers)
- work with teacher to send home any reminders/updates about upcoming trips
- organize driver packets and provide front office with copy of all necessary forms
- use Check Request Form to obtain check from front office, if necessary
- keep track of class field trip budget
- assist teacher the day of field trip to organize drivers, students, and paperwork

### **Field Trip Drivers**

The field trip drivers use their personal vehicles to transport our students on field trips. Nearly all trips utilize parent drivers. Drivers must go through a rigorous approval process that includes:

- approved FBI/DOJ Live Scan fingerprint/criminal record results on file at TVCS
- approved H-6 driving record on file (obtained from the DMV)
- current California Driver's License on file
- maintain and provide proof of the minimum insurance requirements
- complete Driver Certification form (annually)
- complete Drive Code of Conduct form (annually)
- fill out an Adult Field Trip Waiver Notice and Medical Authorization for each trip

Field trip drivers are expected to understand and follow all TVCS field trip policies and procedures. The safety and well-being of all students is the priority while on a trip. Drivers will follow all instructions given by the teacher and field trip coordinator. Drivers will communicate to teachers any concerns while on a field trip.

## **Field Trip Chaperones**

Chaperones are seldom needed. TVCS staff and field trip drivers serve as chaperones and most often meet and exceed the adult to child field trip ratios. If chaperones are deemed necessary, chaperones attending a field trip must:

- have an approved FBI/DOJ Live Scan fingerprint/criminal record results on file at TVCS
- fill out an Adult Field Trip Waiver Notice and Medical Authorization for each trip

Chaperones are expected to understand and follow all TVCS field trip policies and procedures. The safety and well-being of all students is the priority while on a trip. Chaperones will follow all instructions given by the teacher and field trip coordinator. Chaperones will communicate to teachers any concerns while on a field trip.

## **Parents**

Parents are asked to support our field trip program by:

- being sure your child understands and agrees to follow all safety and behavioral expectations while on a field trip
- turning in all permission slips and necessary forms on or before the deadline. It is the parent/student responsibility to ensure permission slips are turned in.
- making sure forms are filled out completely (blue or black ink only)
- communicating early with teachers and field trip coordinators any questions or concerns
- keeping requests to a minimum; requests may be considered but are not guaranteed

Please sign up to be an approved driver if you are able. We would love to have you be a part of these great educational adventures!

## **Students**

Providing students with excellent educational experiences is the main objective in our field trip program. Student enrichment and success are the reasons we have this great program. We ask that while on field trips our students:

- attend with an open mind to learning new things and reinforcing what they've learned in our classrooms
- represent our school well by showing respect to teachers, drivers, fellow students, venue staff and members of the public
- follow all TVCS policies, including behavior, dress code, cell phones, etc.

Each member of our field trip team has an important role and only with the support from all are we able to have the unique, thriving field trip program that TVCS has!

## **Field Trip Policies**

Some field trip policies include, but are not limited to:

- All participants must have an approved Live Scan report on file at TVCS.
- Only parents/legal guardians may participate in a TVCS field trip.
- Anyone driving a student other than their own child must be a TVCS approved driver.
- All participants must leave from the school with our group and must return to the school with our group. No participants may meet at the venue or leave early from the venue.
- All participants must turn in all paperwork by the specified due dates.
- All participants must follow the instructions of TVCS staff and the venue staff.
- Parents attending field trips will help supervise all TVCS students on the trip, helping maintain a safe and educational experience for all.
- Any concerns or questions will be directed to the TVCS teachers in charge of the field trip.

The TVCS Parent/Student Handbook (located at [www.tvcscougars.com](http://www.tvcscougars.com) under the PARENTS tab) has the complete field trip policy. All field trip participants and those with a student participating in field trips are expected to read and become familiar with the field trip policy and adhere to all aspects of this policy. Violation of field trip policy will result in prohibition from participation in field trips.

## **Overnight Field Trips**

Grades 2<sup>nd</sup> – 8<sup>th</sup> are offered an overnight field trip opportunity. These overnight trips are optional and are at parent expense. The overnight trips for the 2018/2019 school year are:

- 2<sup>nd</sup> grade – Sea World (Spring)
- 3<sup>rd</sup> grade – Living Desert Starry Safari (Winter/Spring)
- 4<sup>th</sup> grade – Indian Hills (Spring)
- 5<sup>th</sup> grade – Astro Camp (May)
- 6<sup>th</sup> grade – Pathfinder Ranch (March)
- 7<sup>th</sup> grade – Catalina Island (March)
- 8<sup>th</sup> grade – Alpine Outdoor Adventure (March)

Information regarding these trips will be available at the beginning of the school year at Back to School night. Parents interested in having their child attend an overnight trip will make scheduled payments to TVCS. These payments are non-refundable. Most venues allow parents to participate the overnight trips. Parents choosing to attend will also make scheduled, non-refundable payments to TVCS for their participation costs. Some venues do limit the amount of adults who may attend.

TVCS field trip policies apply to overnight trips as well, including but not limited to:

- All participants must have an approved Live Scan report on file at TVCS.
- ONLY parents/legal guardians may participate in a TVCS field trip.
- Anyone driving a student other than their own child must be a TVCS approved driver.
- All participants must leave from the school with our group and must return to the school with our group. No participants may meet us at the venue or leave early from the venue.
- All participants must turn in all paperwork and payments by the specified due dates.
- All participants must follow the instructions of TVCS staff and the venue staff.
- Parents attending overnight trips will help supervise all TVCS students on the trip, helping maintain a safe and educational experience for all.
- Any concerns or questions will be directed to the TVCS teachers in charge of an overnight trip.

All participants of an overnight field trip are also expected to read and become familiar with the field trip policy (located in the TVCS Parent/Student Handbook at [www.tvcscougars.com](http://www.tvcscougars.com) under the PARENTS tab) and adhere to all aspects of this policy. Violation of the field trip policy will result in prohibition from participation in field trips.

### **Field Trip Driver Instructions – NEW Drivers**

In order to drive our students on field trips, you must become a “TVCS Approved Driver.” The requirements are listed below. Please turn in all paperwork to the RDC. To be an approved driver, you must be previously cleared as a TVCS Volunteer (see Volunteer Handbook & Application) to include Live Scan, Megan’s Law and TB clearance.

- Fill out the School Driver Certification/Personal Automobile Use Permission Form (page 10)
- Fill out the Field Trip Driver Code of Conduct (page 11)
- Bring in a copy of your insurance declaration page showing names of insured, policy expiration date, and the following minimum coverage:
  - A minimum of \$100,000/\$300,000 liability bodily injury
  - A minimum of \$50,000 property damage
  - A total of \$300,000 combined single limit liability and property damage
  - AND
  - A minimum of \$5,000 per person medical coverage for driver and passenger
- Obtain an “H-6” driving history record from the DMV. This can’t be done online or at AAA. It must be done at a DMV. The cost is normally \$5. This is required one time the entire time you drive for our school.
- Bring in a current California Driver’s License and we will make a photocopy for our records.



### **Field Trip Driver Instructions – RETURNING Drivers**

In order to drive our students on field trips, you must remain a "TVCS Approved Driver." The requirements are listed below. Please turn in all paperwork to the RDC. To be an approved driver, you must be previously cleared as a TVCS Volunteer (see Volunteer Handbook & Application) to include Live Scan, Megan's Law and TB clearance.

- Fill out the School Driver Certification/Personal Automobile Use Permission Form (page 10)
- Fill out the Field Trip Driver Code of Conduct (page 11)
- If renewed since the last time you drove on a field trip, bring in a copy of your insurance declaration page showing names of insured, policy expiration date, and the following minimum coverage:
  - A minimum of \$100,000/\$300,000 liability bodily injury
  - A minimum of \$50,000 property damage
  - A total of \$300,000 combined single limit liability and property damage AND
  - A minimum of \$5,000 per person medical coverage for driver and passenger
- If renewed since the last time you drove on a field trip, bring in a current California Driver's License and we will make a photocopy for our records.

**SCHOOL DRIVER CERTIFICATION/  
PERSONAL AUTOMOBILE USE PERMISSION FORM**

**Parent Volunteer Driver** Grades I will drive for: \_\_\_\_\_

Name (print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

VEHICLE: \_\_\_\_\_ Name of Owner: \_\_\_\_\_

Year/Make: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Reg. Expires: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_ Number of Seat Belts: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Liability Limits of Policy (min. \$100,000/\$300,000): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Medical Coverage of Policy (min. \$5,000): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

(Attach a copy of your insurance policy for verification purposes)

I certify and understand that while transporting students to and from a school authorized activity, my personal automobile liability insurance is primary coverage. I further understand that TVCS does not carry insurance for private vehicles. Therefore, I agree to and do hereby indemnify and hold harmless TVCS, their officers, agents and employees from every claim or demand made, and every liability, loss, damage, or expense of any nature whatsoever, which may be incurred by reason of the transportation of myself and/or students to and from school authorized activities.

The minimum acceptable coverage limit must equal or exceed \$100,000/\$300,000 for liability bodily injury, \$50,000 for property damage, or a total of \$300,000 combined single limit for liability and property damage. Furthermore, I understand that I must carry medical coverage of \$5,000 per person for the driver and passengers, though higher limits are recommended.

I certify that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages. I further certify that I have read and understand my liability as a driver for Temecula Valley Charter School.

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

(Parent Volunteer/Employee)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

(Administrator signature)

## Field Trip Driver Code of Conduct

Field trips are educational experiences that reinforce our curriculum. Although we encourage parents to join the experience, it's important that they follow the guidelines set forth by the school district, the teachers, and the field trip coordinators. Our goal is to make each trip a safe and meaningful experience for everyone involved. **As a field trip driver, I agree to abide by the following rules:**

- All students use their seat belts at all times.
- Obey all the traffic regulations and RESTRICT YOUR CELL PHONE CALLS FOR EMERGENCIES ONLY.
- Per school policy, all student cell phones will be in driver possession while on route to and from field trips. Field trip drivers, teachers and TVCS will not be liable for any lost, stolen or damaged cell phones while on field trips.
- No other electronics are allowed on field trips including iPods, video games, etc.
- Please arrive prepared for the entire trip. Do not stop for gasoline, lunch, or any other personal errands along the route to or from the destination. If there should be a problem in the vehicle or on the field trip, please inform the teacher.
- You must stay on the route predetermined by the field trip coordinator and teacher. Drivers must caravan to and from the event for safety purposes.
- Field trips must originate and conclude at the school.
- All participants will leave at the conclusion of the contracted time of the field trip. No one will stay behind, even if a family has a pass at that venue.
- No purchases allowed on field trips unless approved by the teacher.
- Be very selective about any movies, music or radio stations played in your car. All movies must be G-rated. Our students come from various religious backgrounds, political viewpoints and moral standards. Any listening or viewing material may not be political or objectionable in nature.
- Seating arrangements can only be changed by the teacher or the field trip coordinator.
- A parent is not allowed at any time to sign their child out from school and let that child ride on a field trip with another driver other than the parent.
- No siblings are allowed on field trips.
- The teacher has the final decision over all class field trips.

**VIOLATION OF THESE RULES/GUIDELINES MAY PROHIBIT ATTENDANCE ON FUTURE FIELD TRIPS.**

I have read and agree to follow all the rules/guidelines:

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(Parent Signature)

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(Please Print)

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(Date)

## **New and Returning Driver Checklist**

### **NEW Drivers – Please complete/submit the following items:**

- Cleared the Volunteer Application process
- Sign/submit School Driver Certification/Personal Automobile Use Permission Form
- Sign/submit Field Trip Drive Code of Conduct
- Insurance declaration page showing name, policy expiration day and required coverage
- H-6 driving history obtained from the DMV
- Copy of California Driver's License

### **RETURNING Drivers – Please complete/submit the following items:**

- Cleared the Volunteer Application process
- Sign/submit School Driver Certification/Personal Automobile Use Permission Form
- Sign/submit Field Trip Drive Code of Conduct
- If expired and renewed or changed since last time driving, insurance declaration page showing name, policy expiration day and required coverage
- If expired and renewed since last time driving, copy of California Driver's License

**All returning drivers shall submit a new Driver Application each school year.**