

Child(rens)Name: _____

Grace Christian School Volunteer/Driver Form – One form PER ADULT

Please PRINT CLEARLY

The following information must be completed and on file in the school office before you can volunteer with any activity/event at Grace Christian School or chaperone /drive for a field trip.

LIVE SCAN

*Only criminal matters will be flagged. **Please note due to California Dept. of Justice regulations even if you have been live scanned or fingerprinted for your place of employment or other volunteer involvement you must do it again- Grace Christian School specific.***

1. The Grace Christian School Specific Volunteer Live Scan clearance paperwork is available in the school office.
2. There is a \$47.00 fee to receive the paperwork, payable when you receive it.
3. You will be directed to take the form to: the Visalia Police Department on Johnson Street or The Tulare County Jail Offices on Burrel Avenue to be finger printed. You will be charged \$14.00 by either agency.
4. It normally takes 5-10 days for us to receive CLEARANCE from the Department of Justice.

OFFICE USE ONLY _____ Date CLEARANCE rec'd from DOJ

VOLUNTEER DRIVER / CHAPERONE INFORMATION

Adult's Name: _____
Address: _____ City/Zip Code: _____
Cell Number: _____ Home Number: _____
Driver's License Number: _____ Expiration Date: _____
State of License IF not CA: _____

A copy of your Driver's License must be on file in the school office. Bring it into the office and we will copy it for you.

VEHICLE INFORMATION

Complete this section IF you may transport any student, including your own child.

Vehicle ONE

Make: _____ Model: _____ Year: _____
Vehicle License Plate Number: _____ State: _____
Registered Owner: _____
Number of available passenger seat belts: _____ (Please do not include fronts seats with air bags)

Vehicle TWO- if applicable

Make: _____ Model: _____ Year: _____
Vehicle License Plate Number: _____ State: _____
Registered Owner: _____
Number of available passenger seat belts: _____ (Please do not include fronts seats with air bags)

INSURANCE INFORMATION

Auto Insurance Company: _____ Policy #: _____

A copy of your current insurance card must be on file in the school office. Bring it into the office and we will copy it for you.

I certify that the information on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must possess a valid driver's license, have the proper and current license and vehicle registration, and have at least the minimum insurance coverage in effect as specified in the California Vehicle Code on any vehicle used to transport students. I hereby certify that vehicle being driven is in good mechanical and operational condition and I have no knowledge of mechanical defects that could impose a danger while transporting students.

Print Name: _____ Signature: _____

Date Signed: _____

FIELD TRIP AGREEMENT FORM

Field trips are meant to enhance the education experience of our students, therefore, the following information is important for students and their families. We strongly encourage you to review this document.

The classroom teacher and staff will be operating under the policy statements listed below.

1. Academic and Behavior concerns may cause a student to lose their privilege to attend a field trip.
2. Signed permission slips must be on file prior to departure.
3. If there is a cost for a field trip, payment in full must be made prior to departure.
4. All financial accounts regarding Grace Christian School must be current or a student may lose their privilege to attend a field trip.
5. The school or school representatives are not responsible for lost or damaged personal items during a field trip.
6. Updated student emergency information must be on file in the school office.
7. Siblings may not be allowed on most field trips.
8. One adult representative per family, unless otherwise specified by the classroom teacher.
 - a. Please note that some venues have requirements that limit the number of adult participants.
9. Vehicles are limited to two adult participants – a driver and a navigator. This allows for space to transport students.
10. Adults are NOT ALLOWED to deviate from the field trip itinerary without the prior permission of the classroom teacher in charge.
11. Chaperoning responsibilities will be assigned by the classroom teacher- no changes without prior permission are allowed.
12. Adults must respect and trust the classroom teacher to have their student's safety and interest in mind when planning and preparing field trips.
13. The classroom teacher may assign tasks prior to and during a field trip to parents/adults.
14. Possession or use of alcohol is strictly forbidden by any participant during a school field trip.
15. To assure safety and fair treatment of all students, drivers are to transport the students to and from the event without additional stops along the way, unless approved by the classroom teacher.
16. Prior authorization must be obtained and approved by the classroom teacher for early pick-up or early release during a field trip.
17. Car assignments are the responsibility of the classroom teacher- no changes will be allowed without the teacher's approval.
18. NO child under 12 years of age can occupy the front seat of a vehicle-that includes the driver's own child.
19. Authorized booster / car seat is the responsibility of the parent/guardian of the student
 - a. Children under the age of 8 must be secured in a booster/ car seat in the back seat.
 - b. Children under the age of 8 who are 4'9" or taller may be secured by a safety belt in the back seat.
20. For students requiring booster/car seat the following is in place:
 - a. The booster/cart seat should be placed outside your child(ren's) classroom the day of the field trip.
 - b. If the booster/ car seat is not outside the classroom at the beginning of the day of the field trip we will attempt to contact the parent/guardian. If it has not arrived by departure time of the field trip the student will be escorted to the school office for supervision. Field trip over 2 hours in length someone will need to pick up the child. For field trips less than 2 hours the students may remain in the school office.
 - c. At the end of the school day please park in the parking lot in order to gather your child(ren) and their booster/car seat.

I have read the policy statements listed above. If I have questions or concerns I will contact the classroom teacher or the principal for clarification.

Print Name: _____ Signature: _____

Date Signed: _____

Do you have any physical or health concerns that the classroom teacher should be aware of? YES NO
If YES, please list:
