



Office Use Only

Name: \_\_\_\_\_

Insurance Exp. \_\_\_\_\_

Drivers License Received: \_\_\_\_\_

## **Leadership and Chaperones**

Habersham staff members are the official leaders of trips. Staff will make all itinerary, agenda, logistics, and attire decisions. Logistical matters may be delegated to parents. Parents are not to alter the plans in any way for any student unless they arrange this with the staff before the trip. In all cases, Habersham staff has the final word and the sole responsibility for the trip, including the conduct of students and chaperones. All adults are expected to respect the authority of staff. The role of the parent chaperone is critical to the success of any field trip or activity. Parent chaperones are responsible for the students assigned to them by the teacher, including their safety and conduct. Typically, parent chaperones are responsible for those students in their cars or hotel rooms. Parents should assist the staff to ensure that students are supervised at all times during trips or activities. Chaperones should immediately report to staff any behavior or activity that threatens any students or is otherwise unacceptable.

## **Legal Boundaries and Liability**

All drivers must be pre-approved by the school and have a good driving record. A copy of the driver's current proof of auto insurance (copy of insurance card) and current driver's license must be presented to the teacher or the teacher's representative on the day of the field trip, athletic event, or the day of any other school-related events that use drivers. When you present the appropriate forms, the teacher or representative will ask you to sign, indicating that the information is accurate. All chaperones and drivers of automobiles or watercraft must be at least 21 years old and approved by the Habersham administration. A person with a driving record with excessive or severe violations may not drive or operate any vehicle at Habersham events.

The driver and owner of any automobile or watercraft used for a field trip must depend on their insurance coverage to cover their liability and damages to the vehicle or watercraft. Each automobile must have a current inspection sticker.

Both the owners and drivers of vehicles and watercraft assume full legal and financial responsibilities for the operation of their vehicles or watercraft and full legal and financial responsibilities for the safety of the passengers. Liability arising from the use of a vehicle or watercraft is the sole responsibility of the owner (first) and the operator (second).



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## Safety

When traveling, drivers will require that all their passengers wear seat belts and that posted speed limits are always observed. Drivers are never allowed to pick up hitchhikers or stop to assist another motorist while transporting students. Drivers should stay within sight of the other vehicles on the trip and within the pre-planned route. If there is a mechanical problem or an accident, the driver must prioritize the safety and medical care for the students. Students may never be left alone with or near a vehicle. Drivers will not allow or participate in horseplay or other distracting or potentially dangerous activities in a vehicle. Chaperones (staff or parents) may not drink alcoholic beverages or use tobacco products at any time during school-sponsored trips. Doing so will result in losing the opportunity to be a chaperone on future trips.

*I understand and agree to the responsibilities of a chaperone attending a field trip for The Habersham School. I certify that the Driver's ID and proof of insurance that I am presenting are current and up to date.*

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

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

### **Please attach the following:**

Copy of your driver's license \_\_\_\_\_

Copy of your proof of insurance \_\_\_\_\_