

# OFFICIAL FIELD TRIP DRIVER/CHAPERONE FORM

Family & Community Liaison: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Destination: \_\_\_\_\_ Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_ Return This Form Completed By This Date: \_\_\_\_\_

Day or Overnight Field Trip \_\_\_\_\_ Private Automobiles: \_\_\_\_\_ PCS Bus or Private Bus \_\_\_\_\_

**Staff Members:** Please list driver by their full first and last names, and then put this form in my mailbox. I will email you confirmation of the volunteer status and notify you if I need any additional information or forms. Please note: you need one chaperone for every 10 students.  
**Please Google wheelbase to determine if the vehicle is approved.**

<b>List Volunteer All Chaperones / Drivers</b> (Print names)  <i>If this is a student driver please identify after the name.</i>	For Family & Community Liaison Use							
	Registered Volunteer		Background Approved/ Level 2		Vehicle Approval Wheelbase of 110" or less required		Copy of Insurance Information & Driver's License (For Drivers Only)	
	YES	NO	Y/N	L2	YES	NO	YES	NO

Policy 2340 Field Trips and other district sponsored trips.

No student drivers are allowed for out-of-county trips except as authorized by the school administrator, and with parental consent and release of liability. No drivers under eighteen (18) years of age are permitted when transportations is provided or arranged by the School District with the following exception: Students who have a valid Florida license and are at least seventeen (17) years of age may transport other students to school events on a case-by-case basis with the prior approval of the school administrator. The parents or guardian of students being transported in this manner must be notified that a student will be driving and must give written permission.