

**Field Trip Supervisor/Volunteer Driver Form**

It is our goal to provide our children with the opportunity to participate in educational and worthwhile field trips while ensuring all children are kept safe. We truly appreciate the efforts you make by volunteer driving and supervising!  
We could not have field trips without you!

Date of Trip: \_\_\_\_\_ Teacher in Charge: \_\_\_\_\_  
Driver's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Type of Vehicle: \_\_\_\_\_ Colour: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Field Trip Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Names of Students in Your Vehicle/Group for this Field Trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Tear off the bottom portion for volunteer Driver/Supervisor**

Destination: \_\_\_\_\_  
Field Trip Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Names of Students in Your Vehicle/Group for this Field Trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the safety of our children and to ensure a well-organized field trip, below are a list of guidelines we ask our volunteer drivers/supervisors to follow:

- 1) Please be at the school 10 minutes before departure time.
- 2) Please fill out the volunteer driver policy form annually (forms are in the office).
- 3) Please fill out you cell phone number and vehicle information on the top of this form when you arrive and return it to the teacher.
- 4) Please ensure all children in your vehicle are wearing seat belts throughout the entire trip, there and back.
- 5) Please stay (as much as is possible) with the rest of the parent vehicles on the way to and from the field trip.
- 6) Please do not make any unexpected stops on the way to or from the field trip so that we can be sure all students arrive at the field trip and back at the school at approximately the same time.
- 7) Please don't bring or buy special treats for just the students riding in your vehicle (our children get hurt feelings if they are left out and some children have allergies).
- 8) As a supervisor of a group, please make sure all children are with you and accounted for during the entire field trip. Please follow the specific guidelines your teacher has given you.
- 9) When returning from a field trip, please ensure the children in your car are returned to the teacher. Please make sure the teacher checks off their names on her list before you leave them.

**We thank you for volunteering to drive and supervise our children!!! We really appreciate it!!!**