

Field Trip Driver Check List

If you plan to transport students in a personal vehicle, please bring the following documentation to your CMP Campus Office:

- DMV Certified (K4) Driver’s History Report (due at the beginning of each school year for all drivers, or annually, and needs to be submitted within 30 days of date on the report).
- A copy of your current/valid driver license (due at the beginning of each school year for all drivers).
- Proof of Vehicle Registration (due at the beginning of each school year for all drivers).
- Proof of Insurance: (due at the beginning of each school year for all drivers). The vehicles insurance policy must reflect minimum limits of coverage of:
 - Liability Insurance**.....\$100,000 per person
 - Bodily Injury**\$300,000 per person
 - Property Damage** \$ 50,000
- Cleared Live Scan / DOJ Clearance (to be completed only once).
- Cleared TB (required every 4 years).
- Proof of Attendance to the Parent Education Session: “7 Habits of Highly Effective Volunteers”.



California Montessori Project’s “SAFE DRIVING PRACTICES”

CMP’s REQUIREMENTS FOR: TRANSPORTING STUDENTS IN PERSONAL VEHICLES

Since our Network’s primary transportation goal is safety, the requirements described in this brochure must be met before transporting students.

When making the decision to use a personal vehicle for transporting students, your time, effort, and cooperation is greatly appreciated.

California Montessori Project's Field Trip Policies and Procedures

Code of Conduct for CMP Parents Driving on a Field Trip

Thank you for your contribution to the school and the students. The following Code of Conduct was developed to ensure an optimum learning experience for all. We appreciate your willingness to abide by this code.

In the spirit of Montessori, all members of the school community (staff, students, parents and guardians) will strive to exhibit grace and courtesy at all times. By exhibiting the qualities of respect, dignity, self-discipline, and cooperation, adults are the models of those values we wish to see in the children.

- Show respect toward all people and their ideas, beliefs and opinions.
- Be an advocate for school programs and philosophies. Recognize and support the customs and traditions of the school. Demonstrate pride in the school, teachers and students.
- Establish a supportive relationship with teachers and the principal. Commit to developing and practicing understanding and trust.
- We are committed to direct, solution-oriented communication. It is the goal of the administration and teaching staff to address concerns in a timely manner when they are brought to our attention. Please bring concerns to the teacher or principal as soon as possible. We strongly discourage participating in unhelpful discussions in parking lots, etc. When individuals choose to discuss their concerns with you, please redirect them to the appropriate individual.
- As a parent volunteer, please respect the ability of the teacher to direct their own classroom. Reserve discussions for a time when the teacher is not directly responsible for the students.
- Maintain student confidentiality. Under no circumstances should you ever discuss a student with parents, other students, or outside parties.

Duties of all Drivers / Chaperones

1. Drivers will be given a Field Trip Packet with student information, directions, other pertinent information for the trip, and a list of all field trip policies and procedures. We ask drivers read this packet carefully to avoid any misunderstanding. Note: Student information is confidential and should only be accessed in the event of an emergency.
2. Drivers agree to obey all laws and regulations of the State of California related to the operation of motor vehicles.
3. All occupants of the vehicle shall wear seat belts in accordance with State of California law (Vehicle Code 27315). Parents/guardians unable to drive their own child on a field trip are required to leave on appropriate car seat if their child which is required until child is 8 years old or 4'9" in height (Vehicle Code 27363).
4. Drivers are responsible for the conduct of students while in the vehicle.
5. Drivers agree to maintain the vehicle in safe and legal operating condition at all times.
6. Luggage and equipment will be stored in a safe manner.
7. Drivers must drive directly to and from the field trip destination. Stops for food, gasoline (except in the instance of a long distance trip), and other activities outside of the trip itinerary are not permitted. Personal errands are not permitted at anytime.
8. CMP Policy states that only movies rated "G" may be shown without parental permission. Parents with DVD players in their vehicles are therefore asked to follow this policy when driving on a field trip.
9. On overnight trips, chaperones are expected to have supervision of their group during all waking hours. Chaperones should be available to assist with a student or students in the event of an issue or emergency during the night and be capable of alerting the classroom teacher if necessary.
10. No alcohol is to be consumed for the duration of the field trip. If a chaperone is taking prescription or non-prescription medication that would alter a person's state of being, the chaperone is required to inform the teacher prior to the trip. In some instances, this may prohibit a parent from chaperoning on the trip.
11. Adults are to dress appropriately for the trip: proper foot wear, properly fitting clothes which are neither too tight nor too loose and that cover the body adequately.