

## Field Trip Guidelines (Post for Each Trip)

A field trip to \_\_\_\_\_ (location) has  
been scheduled for \_\_\_\_\_ (date & time).

### TRANSPORTATION PLAN

**NO CARPOOLS** Transportation will not be coordinated by the preschool. Each parent must provide transportation and meet at the site at \_\_\_\_\_ (time). Map/directions are available. Drivers must carry a parent roster with phone numbers and the emergency medical release forms for each child in the car.

**CAR POOLS ARRANGED** Parents can sign up to join carpools organized by the preschool. Departure time \_\_\_\_\_. Volunteer drivers must carry adequate insurance and accept primary liability (per state law). Preschool liability insurance coverage covers field trips when they are part of the co-op program, but coverage is secondary to driver's insurance. Therefore, the following procedures must be enforced:

- The teacher(s) is (are) to be left free to circulate among all the children, giving individual attention when necessary.
- Drivers must have a valid driver's license and carry liability insurance on any vehicle used for transporting children on field trips.
- Drivers must not be using medication that could affect driving capabilities, nor be under the influence of any form of drug or alcohol.
- Car doors must be locked when traveling.
- Each child must have his/her own seating place in the car, with appropriate carseat for the child's age and size. At least one adult must be in the car who is responsible for the **children only**. Drivers will be responsible for **driving only**.
- All occupants shall wear the appropriate seat restraint for their age and size. Children should sit in the back seat for their safety.
- Children shall never be left in a vehicle without adult supervision.
- Each field trip driver must carry a parent roster with phone numbers and the emergency medical release forms for each child in the car.
- Written permission must be received from each parent prior to any field trip. This may be one form for the entire year or individual notices for each trip.

**PARENTS NOT PARTICIPATING IN CARPOOLS SHOULD ARRIVE AT THE  
LOCATION BY \_\_\_\_\_ O'CLOCK.**

Contact field trip coordinator \_\_\_\_\_ for additional  
information.