



## **Tips and Guidelines for Volunteer Drivers**

*(Keep this for future reference if you will volunteer to drive students or chaperone students who are not your own.)*

Thank you for being part of the CCP team by driving CCP students to and from field trips and/or by chaperoning CCP students on a field trip. Your time and efforts are appreciated. Below are some tips and considerations to keep in mind:

- ✓ On the day of the field trip, you will receive a list of the students that will be riding with/assigned to you. Please make sure they have gone to the bathroom before leaving, keep them with you at all times, and help them follow any rules that are given throughout the trip. Notify a CCP staff member whenever a question or problem arises. Before leaving an "assignment" make sure a CCP staff member knows you are leaving and no longer responsible for any children other than your own.
- ✓ All children must ride in a rear seat.
- ✓ All children under the age of 6 must be securely fastened in a car seat or booster seat.
- ✓ It is helpful if all of the vehicles follow the same route and stay together as much as possible....That way, in the event of an emergency, there will be several adults available to manage the situation.
- ✓ No smoking is allowed during the trip or in any vehicle that transports CCP students while on a preschool trip.
- ✓ Please do not give children food in vehicles unless it is approved ahead of time by a CCP staff member, due to allergies or other food issues you may not be aware of.
- ✓ Please give your cell phone number to a CCP staff member if you will have a phone with you.
- ✓ Emergency student information and a first aid kit will be taken along on all field trips. A CCP staff member will have these items on hand.
- ✓ Listed below are some phone numbers that might be useful for you to have in the event of an emergency or if some other unforeseen situation arises:
  - Church of the Cross Preschool 967-0138
  - Lutheran Church of the Cross 967-4818

Again, thank you for sharing your time with our students.