



19824 Sussex Road
Shaker Heights, Ohio
44122
(216) 991-3449

2016-2017 SCHOOL YEAR Required Driver Information

Dear Parents:

Our insurance company requires that we have the following information, along with a copy of your current insurance card, on file for all possible Field Trip drivers. This information needs to be renewed each year and must be on file for all parents who drive for any school function. We appreciate your cooperation.

Sara § Staff

FIELD TRIP POLICIES

1. A first aid kit will be taken on all field trips. A staff person trained in first aid/management of communicable disease and CPR will be in attendance.
2. In compliance with the law, all children must be in car seats. No children in the front seat.
3. State approved staff/child ratios will be maintained on all field trips. Children shall be assigned to a specific staff member for all trips. Attendance will be taken. There will be a record listing each child on the trip and which carpool they are assigned.
4. Identification will be worn by each child with the School's name, address, and telephone number. An Emergency Transportation Authorization Form, which includes the Child's Enrollment Information Form, will be taken for each child.
5. Parents will be asked to give written permission for each field trip away from our school.
6. Parents/Guardians drive on field trips. All drivers must complete the Required Driver Information form. Parent drivers should go directly to and from field trips, absolutely no stops except for emergencies. Children must never be left without an adult in the car. Drivers should see that each child boards and exits the vehicle from the curb side of the street and out of the path of moving vehicles. Drivers should conduct a check of the vehicle at each destination to ensure that no child has been left in the vehicle. All parents driving Carol Nursery School students on Field Trip outings will be given a list of reminders to ensure that a safe and good time is had by all. Parents are asked to follow these reminders carefully and completely.
7. In the event that a parent has a concern about their child's safety while riding with another parent (in a carpool or on field trips), the school Director or Board President should be contacted. In turn, the parent whose driving is in question will be notified of the concern so that the problem can be addressed.

REQUIRED DRIVER INFORMATION

Signature of Driver _____ Date _____

Policy Number 1017598 07		Insured: Carol Nursery School			
Please Complete: Full names of all persons who drive the insured vehicles, including any family or personal cars.	Driver's License #		Date of Birth		
	State	Full Number (Complete)	Mo.	Day	Yr.