



CAROL NURSERY SCHOOL

## ATTENTION FIELD TRIP DRIVERS

Our insurance provider requires us to have proof of insurance on file for all of our potential field trip drivers. Please make a copy of your automobile insurance card, and attach it to the "Required Driver Information" form. (If you'd like, stop by the office with your automobile insurance card, we will make a copy for you.) **You will not be able to drive on a field trip unless we have updated information on file, so you may be asked to update the information later in the year.**







**CAROL NURSERY SCHOOL**

**2024-2025 SCHOOL YEAR  
Required Driver Information**

Dear Parents/Guardians:

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/Guardians 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/Guardian 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 curbside 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/guardians 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/Guardians are asked to follow these reminders carefully and completely.
7. In the event that a parent/Guardian has a concern about their child's safety while riding with another parent/guardian (in a carpool or on field trips), the school Director or Board President should be contacted. In turn, the parent/guardian 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 \_\_\_\_\_

Please Complete: Full names of all persons who drive the insured vehicles, including any family or personal cars.	Driver's License # & State Issued	Date of Birth Month/Day/Year