

Chico Country Day School  
Study Trip Procedures 2018-2019

**In order to assure the safety of students, chaperones, and drivers on CCDS study trips, the following procedures MUST be followed at all times:**

- California law requires that all children must ride in a car seat or booster seat until they are at least 8 years old or at least 4 feet 9 inches tall. In addition, all kids younger than 8 years old, must be secured in the back seat. It is illegal to leave a child up to 6 years old unattended, unless they are supervised by someone at least 12 years old.
- You will receive a study trip itinerary that includes departure and return times, directions with driving route that MUST be followed, necessary phone numbers and a list of students in your car.
- You are responsible for the students in your car from the beginning to the end of the study trip. Frequent visual and by-name checks should be made to ensure all students are accounted for. Always ensure that you have all passengers getting in and out of your car when you arrive and leave your destination.
- No deviations or side trips are allowed. Unapproved souvenirs or treats are not allowed. No stop offs at mini-marts, fast food restaurants, shopping malls etc. If an emergency bathroom stop is necessary, please inform the teacher via cell phone contact immediately upon pulling over.
- No younger children of drivers or chaperones allowed on study trips.
- Please report inappropriate behavior by parent chaperones to school administration.
- Obey all traffic regulations and speed limits.
- Do not leave students unattended in your car.
- There are no reimbursements for driving expenses.
- Have your cell phone available at all times. If you need to use your cell phone, pull to the side of the road to make your call. It is illegal to drive while holding and using an electronic wireless communications device, unless mounted on the windshield, dashboard or center console.

Should these procedures be violated, your qualification as a volunteer driver will be in jeopardy and could be revoked.

***I have read, understand and agree to comply with the CCDS Study Trip Procedures as described above.***

Driver #1 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Driver #2 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please fill out both sides of this form.**