Oakland Academy

Driver/Chaperone Responsibilities

2026-2027

Thank you for volunteering to be a field trip driver and chaperone. Educational field trips provide rich experiences for Oakland students. To assist in making a field trip a well-organized, thoroughly enjoyable experience, we ask that all drivers/chaperones be fully aware of their responsibilities.

These responsibilities include but are not limited to:

1. If you are driving, you need to submit a copy of your current driver's license and auto insurance along with a background check. They must be current! If we don't have these items, then you will not be able to transport other students.

2. If your auto insurance has expired, it is your responsibility to submit the current copy to the office.

3. When transporting other students, drive directly to and from the field trip destination. No additional stops should be made. For example, fast food establishments, house, stores, etc.

4. Chaperones will be assigned small groups of students for whom they will be responsible. Chaperones will need to know the whereabouts of each child at all times and stay with their group to monitor behavior. The chaperones will stay with the same group of students throughout the entire field trip.

5. As many of the field trips involve programs that begin at specific times, it is very important that all chaperones (and students) be punctual for activities and departures.

6. Field trips are paid for in advance. Chaperones (and students) do not need to bring any money. Please do not buy your group anything (this includes food, drinks, souvenirs, extra activities, etc.) unless stated otherwise in the permission slip.

7. Chaperones must wear appropriate attire on field trips as they are representing the school as well as setting an example for the students.

8. Oakland Teachers have the ultimate responsibility and authority for ensuring a safe trip. Chaperones must abide by teacher requests, which will assist in maintaining a safe, secure environment.

9. Chaperones with cellular phones should provide the number to the lead teacher for emergency contact information.

10. In order to comply with district policy during district-sponsored events, chaperones: may not use, sell, provide, possess, or be under the influence of drugs or alcohol; may not use tobacco in the presence of, or within the sight of students; may not possess any weapon.

11. If there is any type of emergency in the vehicle or during the trip, please contact the school immediately at 269-324-8951. The office will then immediately contact the classroom teacher on the trip.

12. Michigan's child booster seat law requires children to be properly buckled in a car seat or booster seat until they are 8 years old or 4-feet-9-inches tall (57 inches). Children must ride in a seat until they reach the age requirement or the height requirement, whichever comes first. **No child, unless it's your own, is allowed to ride in the front seat.**

Driver/Chaperone Receipt

2026-2027

I have read, understand and agree to abide by Oakland Academy's Driver and Chaperone Responsibilities for Field Trips. Any inappropriate action or infringement of trip guidelines will exclude a chaperone/driver from driving/chaperoning other students on further trips.

Name: _____

(Please PRINT First & Last Name)

Signature:_____ Date_____

Child('s) Name: _____

Child('s) Classroom Teacher:_____