

REDEEMER LUTHERAN SCHOOL

Volunteer Driver Instructions for School-Sponsored Activities

Thank you for volunteering to drive. For the safety of all students, it is essential that the following instructions be adhered to at all times:

1. All students must wear a seatbelt. Students may not share a seatbelt at any time.
2. Students under 6 years of age or those who weigh less than 60 lbs. must be properly secured in a child restraint (includes boosters). Students under 12 years old or less than 85 lbs. may not sit in the front passenger seat if there is a passenger-side front dash air bag. In all cases, place larger children in front and smaller children in back. Parents of smaller children should request back-seat placement.
3. Driver must follow all traffic laws.
4. **Driver may NOT make any unscheduled stops not indicated on the field trip itinerary and permission slip. This includes stops for food or snacks, gas, or any errands.**
5. Each driver should carry the Emergency Information Cards for his/her passengers. In case of an emergency, provide these forms to authorized emergency personnel.
6. In the event of an accident, regardless of severity, please call **911** first and then notify the school as soon as possible (**650-366-3466**) with the following information: nature of accident; names of riders in car; injuries, if any; location; action being taken (Are you continuing with field trip itinerary? Are students waiting for rides? Has anyone been transported to a hospital? etc.). Provide a contact phone number to the person answering the phone.
7. Students may NOT switch cars without the permission of the group leader.
8. It is recommended that cars form a caravan to and from the destination.
9. A first-aid kit is recommended for each vehicle.
10. All discipline problems should be referred to the group leader. Parents should not discipline students other than their own (other than by mild verbal commands).

11. Drivers should be aware that their own insurance becomes the primary coverage in the event of a claim.
12. Driver's car must be in safe working order. A safety check prior to outing is recommended.
13. We ask that adults do not smoke in the presence of students. Alcohol is forbidden before or during any portion of a field trip.