

# MEADOWBROOK ACADEMY



## Driver/Chaperone Checklist 2021-2022

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

### CHAPERONE REQUIREMENTS

All chaperones must have the minimum appropriate certified clearance levels listed below:

- Level 1- Local (not fingerprinted)
- Level 2- Out of County (Fingerprinted)

Parents with a Level 1 clearance may only chaperone and transport their own child. They are not allowed to chaperone a group of children without the presence and supervision of an MBA employee. This includes driving to and from field trip locations.

If using a personal vehicle, a Level 2 background check is required to transport students provided they have given the office this checklist, at least 1 week in advance

Have you been level 2 background screened with a copy of the results sent to Meadowbrook Academy?  YES  NO

### DRIVER REQUIREMENTS

Do you have five years driving experience with a clean record for at least the past three years?  YES  NO

Have you turned in a copy of your Driver's License and current Insurance Policy?  YES  NO

### SAFETY REQUIREMENTS

Do you agree to adhere to the list below?  YES  NO

- Children shall never be left unattended in vehicle.
- Children shall never be loaded/unloaded from curbside of vehicle.
- Interior of vehicle shall be maintained in a clean, safe condition with clear passage to all exit doors.
- All persons in vehicle shall be secured by seat belts in accordance with the laws of the state.
- Children under forty pounds shall be secured in approved child seats meeting Federal Safety Standards.
- Driver, or second adult, shall ensure that each child is received by their parent or person designated by parents.
- There shall be no standees in any vehicle transporting children.
- Only transport current MBA students

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### For Office Use Only:

Driver's License  Insurance (Current)  
 Approved  Denied Date of Last Infraction: \_\_\_\_\_

Verified by (Employee's Signature) \_\_\_\_\_ Date \_\_\_\_\_



### **Guidelines for MBA Field Trips**

Thank you so much for making this trip possible by volunteering as a chaperone. Your assistance is greatly appreciated.

MBA asks all chaperones to follow several guidelines during field trips. This ensures that basic school policies and insurance requirements are observed. Your cooperation is a blessing to us.

1. Dress Code: modest, comfortable apparel may consist of slacks, dresses, or walking shorts.
2. Those providing transportation must meet the following conditions:
  - Have 5 years driving experience with a clean record for the past 3 years.
  - Have a valid driver's license.
  - Have current proof of insurance.
  - Fill out the Driver Checklist form and submit a copy of driver's license and proof of insurance.
3. For safety's sake, appropriate behavior is expected at all times from our students. The faculty member in charge must administer all necessary discipline for students not following directions. On those rare occasions when a student's behavior may not be satisfactory, you may speak a quiet word of correction to them. Any student not responding immediately in obedience should be referred to their teacher. Never touch a child when you are speaking a word of correction to them. Matters of correction are best handled by the faculty.
4. If there be an accident, remember to remain calm. Inform the faculty member in charge, assist in applying first-aid (if necessary), and pray.

Again, thank you for giving of yourself to make this field trip a success. We are looking forward to a fantastic trip!