

**ST. JOSEPH SCHOOL  
FIELD TRIP GUIDELINES  
Revised '10**

- **All chaperones must be Virtus approved.**
- **All field trips must be approved by the Principal. The Principal must be made aware of the details of the field trip.**
- **The teacher is the “authority” while on the field trip and must be responsible for the entire class. The teacher is accountable for each student’s welfare. Safety is paramount throughout the field trip.**
- **The teacher must have copies of medical emergency forms and know the school’s phone number 703-880-4350 in the event of an emergency. Call the school principal prior to entering a hospital or an emergency care facility.**
- **All drivers must have a valid driver’s license, state inspection, and car insurance. A current Private Vehicle Transportation Information form must be on file with the school nurse.**
- **No siblings are allowed on the field trips as the chaperones should not be distracted.**
- **The teacher is responsible for giving specific instructions to the drivers/chaperones and students prior to departure.**
- **All drivers of carpools must be accountable for their students throughout the trip. All carpools must leave at the same time after the teacher has directed each driver and group. No driver or carpool may stop anywhere except for the teacher’s original plan. Drivers must drive directly to the designated site and return directly to school. (No stops for ice cream, drinks, etc.) No student or driver is to be left on his/her own.**
- **Each student shall have his or her own seat belt. No student (including the driver’s child) may ride in the front seat.**
- **Each driver/chaperone should be aware of the specialized medical conditions of those in their car (s) (e.g. bee stings, allergies, etc.)**

- **No parent is to administer or dispense medication nor should any parent give permission to another parent to dispense medication. The teacher will have copies of students' emergency care forms. Students with severe allergies must ride in the same car as the teacher.**
- **Each driver will have a copy of the parent Permission Form for each student they are supervising. To protect the confidentiality of the students, the sealed envelope should not be broken unless there is an emergency which necessitates the chaperone accessing these forms.**
- **If a child in your car appears ill for any reason, you must notify the teacher immediately.**
- **Smoking is prohibited in the presence of the students.**
- **Report any incorrect behavior/discipline issues to the teacher. Do not call another parent about their child's behavior.**
- **Drivers should NOT caravan but all use the same directions.**
- **Drivers should NOT provide any student with a special treat.**
- **Eating or drinking in the car is prohibited due to allergies/and or/choking.**
- **Drivers should not use cell phones while driving. Drivers should, however, should have a phone in their possession for an emergency.**
- **No DVD players or radios should be playing in the cars/vans.**
- **All students will depart and return from the parish Hall A entrance. Chaperones should park and enter the school via parish Hall A doors and wait quietly for the teacher and students to arrive. Upon their return, all chaperones must wait with their carpool (students) until the teacher has arrived and accounted for all students in his/her class.**
- **Please also note Virginia's Child Restraint Device Law, updated July 2010. (attached)**

Updated July 2010

**VIRGINIA'S CHILD RESTRAINT DEVICE LAW**  
**([Code of Virginia Article 13 - Section 46.2](#))**

*The major requirements of Virginia's Child Safety Seat Law:*

- Child restraint devices are required for children through the **age of seven (until 8th birthday)**. Safety seats must be properly used and approved by Department of Transportation standards. **There is no height or weight requirement associated with this law.** The Virginia law is based solely on age.
- Rear-facing child restraint devices must be placed in the back seat of a vehicle. In the event the vehicle does not have a back seat, the child restraint device may be placed in the front passenger seat only if the vehicle is either not equipped with a passenger side airbag or the passenger side airbag has been deactivated.
- Children can no longer ride unrestrained in the rear cargo area of vehicles.
- The law applies to anyone (i.e. parents, grandparents, babysitters, friends) who provides transportation for a child in any vehicle manufactured after January 1, 1968. Public transportation (taxis, buses), regulation school buses, and farm vehicles are exempted.
- The child restraint law is primary enforcement -- no other violation need be committed prior to ticketing for failure to have a child in an approved seat.
- A \$50 civil penalty fine is imposed for failure to have a child in a child restraint device. Any person found guilty a second or subsequent time, on different dates, will be fined up to \$500. An additional \$20 civil penalty fine is assessed when persons transporting a child exempted from this law due to medical reasons do not carry a written statement of the exemption. All fines collected go into a special fund to purchase safety seats for low-income families.
- There are assistance programs for low-income residents who cannot afford a safety seat. Contact Virginia Department of Health, Division of Injury and Violence Prevention at 1-800-732-8333 for more information.

**VIRGINIA'S PASSENGER SAFETY BELT LAW**  
**([Code of Virginia Article 12 - Section 46-2](#))**

*The major requirements of Virginia's Child Safety Belt Law:*

- Children **age 8 through age 17 (until age 18)** must be belted correctly in vehicle safety belts, in vehicles manufactured after January 1, 1968.  
**Exemptions are taxicabs, school buses, executive sedans and limousines.**
- This safety belt law is primary enforcement -- no other violation need be committed prior to ticketing for failure to have a child correctly buckled up.
- A \$25 civil penalty fine will be imposed.

**PLEASE DRIVE CAREFULLY AND RETURN SAFE!**

Please sign the attached form and return it to the classroom teacher prior to the individual field trip.

# St. Joseph School



750 Peachtree St. Herndon VA. 20170  
Phone 703-880-4315 Fax 703-880-4320

**I have read, understand and will follow St. Joseph School Field Trip Guidelines.**

**Driver/Chaperone** \_\_\_\_\_

**Date:** \_\_\_\_\_