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Field Trip, Off-site Tutoring, and Transportation Policy

This policy is intended to protect the safety of Community Education Partnerships students and volunteers while participating in field trips, off-site tutoring or transporting a student in a volunteer's vehicle.

Please note that ALL field trips, off-site tutoring, or transporting of Community Education Partnerships students must comply with the policy guidelines below. If a volunteer does not comply with this policy, s/he releases Community Education Partnerships of all liabilities and claims in the event of injury, accident, illness, or death occurring during or by reason of the field trip or transporting of the student. A Release of Liability Form must be signed.

- Volunteers must have been an active volunteer for a minimum of three (3) months to participate in field trips.
- Field trips, off-site tutoring, or transportation are only for Community Education Partnerships volunteers and students.
- No more than two (2) Community Education Partnerships students may participate in the field trip or off-site tutoring session at any one time.
- Siblings/parents/friends who are not enrolled in Community Education Partnerships' program may not participate in field trips or be transported in the volunteer's car.
- All field trips, off-site tutoring, or transportation must be approved by a parent/legal guardian and a Community Education Partnerships staff member.
- No child may participate in a field trip, off-site tutoring, or transportation without a signed Consent Form.
- If a student is dropped off at an off-site tutoring location (such as a library), the parent/guardian must wait for the student until the tutoring session is finished.
- Field trips or off-site tutoring involving the use of a private vehicle require verification of a valid California driver's license and current auto insurance.
- Volunteers are not covered by Community Education Partnerships liability insurance; proof of individual insurance coverage must be provided.
- Volunteers involved in field trips, off-site tutoring, or transportation must focus on their supervisory and safety role, as well as their mentoring role.

Therefore, we ask that you:

- Ensure seat belts are in working order. Any child riding in a volunteer's vehicle must wear a seat belt; children under 12 years old may not ride in the front seat.
- Children who are age 6 or younger or weigh 60 pounds or less must be in a car seat.
- Provide the parent/legal guardian with your cell phone number in case of an emergency.
- Model safe driving behaviors and obey all driving laws, including those governing the use of a cellular phone. In case of emergency, pull over to the side of the road.
- Stay with the student at all times; always accompany children to a public restroom.