

DAY CHAPERONE
PARENT VOLUNTEER
PARENT DRIVER



CHAPERONE/PARENT VOLUNTEER/PARENT DRIVER PACKET

Included in this packet are the necessary guidelines, policies, and forms to approve a day-trip chaperone/parent volunteer/parent driver for your school.

Page 1: Chaperone/Parent letter

Page 2: Chaperone Guidelines – Must complete, sign, and return to school sponsor.

Page 3-4: Chaperone/Driver Procedures

Page 5: Permission to Use Personal Vehicle – Must complete, sign, and upload into Raptor.

Page 6: Background Privacy Information – Must complete, sign, and upload into Raptor.

Background check results are normally received within 48 hours. Additional time may be needed to review and/or research the results.

Questions regarding this process should be addressed to either of the following:

Jeff Luttrell, HR Supervisor – Classified Personnel (luttrellj@wcschools.com)

Vickie Jennings, HR Generalist – Classified Personnel (jenningsv@wcschools.com)

**Current employees seeking to be a chaperone or parent volunteer need only to complete the Chaperone Guidelines.*



Dear Parent/Chaperone/Driver:

Thank you for choosing to volunteer your time as a chaperone/driver. It is our goal to make every field trip a fun, memorable, and educational experience for our students. Chaperones play a vital role in the success of these trips and your time is greatly appreciated.

The Wilson County Board of Education updated the chaperone procedures and guidelines in July 2019. These guidelines are put in place for the safety of our students, staff, and chaperones. A copy of the latest information is included with this letter.

ALL chaperones (non-Wilson County employees) are subject to background checks up to and including, local, state and federal agencies. The teacher, principal, and/or Director of Schools have final approval on all chaperones.

DAY TRIPS: Chaperones for day trips will have a background check through our Raptor system. When asked, please provide a copy of your valid driver's license to the school's designee.

**Chaperones cleared by Raptor for day trips will be required to submit fingerprints to TBI and FBI for an overnight trip, IF they have not already been fingerprinted.*

A completed and signed copy of the Chaperone Guidelines form is required for EVERY field trip and should be submitted to the school sponsor.

If you have questions regarding the contents of this packet, please contact your child's teacher and/or principal.



CHAPERONE GUIDELINES

CHAPERONE NAME (please print): _____

Do NOT physically restrain a child. Unless a child poses an imminent threat to the safety of himself/herself or others, chaperones should NEVER physically handle a student. Should the student refuse to follow your directions, inform the teacher immediately.

Unless otherwise instructed or approved, chaperones and students are expected to ride the bus to and from the field trip. Your assistance in supervising students is expected on the bus.

Do NOT administer ANY medications to a student. All medical situations must be referred to the teacher.

At no time will a chaperone be alone with a student, unless the student is their own child. You must always be with the group.

Upon return of the field trip, students are expected to remain until dismissal. Early dismissal will affect a student's attendance. Only teachers can release the students.

ALL chaperones are subject to background checks, up to and including local, state, and federal agencies. Please complete the background check by following the instructions provided in the Chaperone Packet.

No younger siblings or other minors are allowed to accompany a chaperone on a field trip.

These guidelines are put in place for the safety of our students, staff, and the chaperone. The teacher, principal, and/or Director of Schools have final approval.

By your signature below, you acknowledge and agree to these guidelines.

Chaperone signature

Date

School/Teacher: _____

Field trip name/date: _____



Wilson County Schools Chaperone & Driver Procedures

Day Field Trips

A minimum of one (1) adult chaperone per fifteen (15) students is required for all field trips. Teachers and school system employees are counted as chaperones. The bus driver *cannot* be considered as a chaperone.

No younger siblings or other minor children are allowed to accompany a chaperone on a field trip.

Any persons other than employees of Wilson County Schools who participate in field trips as a chaperone **must:**

- Be cleared by the Raptor system; and
- Complete and sign the Chaperone Guidelines form for each field trip attended. A sample of the form is included.

If county school buses are being used for the field trip, chaperones shall be evenly divided among the buses. Chaperones who are employees of the school system are to supervise and maintain discipline on the bus. Should the bus become unruly, the driver will pull over to a safe location until the chaperone regains control of the bus.

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Parent Drivers

A parent driver is a non-employee parent chaperone that will be transporting students for field trips, athletic events, or other school activities. To be approved to transport students, the parent driver **MUST:**

- Obtain background clearance through Raptor at their cost (currently \$5.00) and provide a copy of the clearance form once completed; <https://apps.raptortech.com/Apply/MTQ3OTplbi1VUw==>
- Complete the Permission to Use Personal Vehicle form (included in this packet);
- Submit a copy of their valid Driver's License; and
- Submit a copy of their auto insurance certificate (Declarations page) indicating limits of at least 100,000/300,000/50,000.

Driver approvals will be located in Raptor and the school principal or other designee will disseminate to the appropriate Athletic Director, Coach, and/or Club Sponsor.

Employee Drivers

An employee driver is an active Wilson County Schools' employee that will be transporting students for field trips, athletic events, or other school activities. To be approved to transport students, the employee driver **must**:

- Will not be charged \$5.00 if you only check employee driver when the forms are uploaded;
- Complete the Permission to Use Personal Vehicle form (included in this packet);
- Submit a copy of their valid Driver's License; and
- Submit a copy of their auto insurance certificate (Declarations page) indicating limits of at least 100,000/300,000,50,000.

Driver approvals will be located in Raptor and the school principal or other designee will disseminate to the appropriate Athletic Director, Coach, and/or Club Sponsor.



PERMISSION TO USE PERSONAL VEHICLE TO TRANSPORT STUDENTS

I request permission to drive my personal vehicle to transport students to the following activities and do so with the compliance of Board Policy 3.404 governing the use of private vehicles. Please give two (2) weeks to process this request.

ACTIVITY:

Name:

Date:

Are you a Wilson County Schools Employee or Parent? *Employee* *Parent* *Both*

Auto Insurance Carrier: Insurance carrier

- **Liability Limits:** Liability limits
Declarations coverage sheet must be uploaded to Raptor.
- **Policy Number:** Your policy number
- **Driver's License Number:** Your driver's license number



BACKGROUND PRIVACY INFORMATION

By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application/employment/volunteer/contractor/licensing process.

I acknowledge and understand that my record will be searched against sexual predator, court, and other databases maintained for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly. Volunteer drivers will not be required to submit fingerprints as part of the background check.

I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record. All information provided during the check is held confidential and will be used only for the purpose of screening. Furthermore, I have the right to request the opportunity to complete or challenge the accuracy of the information in the record. This may be done by putting the request in writing to the Deputy Director of Employee Relations for Wilson County Schools. I also understand that I have fifteen (15) days to correct or complete the record or to decline to do so before a final decision will be made on my volunteer status. I also understand that an extension for good cause can be granted by the Deputy Director, if requested in writing.

Please read and choose from one of the following:

I do NOT agree to the terms and conditions of the background check. By checking this box, the process will be terminated.

I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to Wilson County Schools with which I am or am seeking to serve as a volunteer. By checking this box and my signature below, I am indicating my agreement with the terms and conditions of the background investigation.

NAME: _____
PRINTED NAME

SIGNATURE

PHONE NUMBER: _____

EMAIL: _____

SCHOOL/ORGANIZATION: _____

I am applying to be a:

parent volunteer/chaperone contractor/vendor non-school team coach Other _____

I am a Wilson County Schools Employee: Yes No Position: _____

Please select the appropriate answer:

I have NOT been convicted of a crime. I have been convicted of a crime.

If convicted, please describe the crime(s) and the details of the conviction(s) on the back of this page.