



Cornerstone Academy

Field Trip Driver Information
2018-2019

I, the undersigned, have been involved in the following in the last two years:

Moving Violation Fine DUI Accident Other

Father's Name _____

Driver's License # _____

Auto Insurance Company _____

Policy Number _____

Liability Limit (\$100,000/\$300,000 required) _____

____ Photocopy of driver's license attached ____ Photocopy of insurance card attached

Signature _____ Date _____

I, the undersigned, have been involved in the following in the last two years:

Moving Violation Fine DUI Accident Other

Mother's Name _____

Driver's License # _____

Auto Insurance Company _____

Policy Number _____

Liability Limit (\$100,000/\$300,000 required) _____

____ Photocopy of driver's license attached ____ Photocopy of insurance card attached

Signature _____ Date _____

I have reviewed the above information and find it to be current.

Initials

Date

Initials

Date

Initials

Date



Field Trips* **Parent Information Sheet**

Field trips are an important part of the education of Cornerstone students. Our teachers select trips based on classroom studies and grade appropriateness. With these factors in mind Cornerstone has written policies that will promote and enhance the educational goals of the trip. Since Cornerstone does not have a bus, we rely on parent volunteers to provide transportation to all field trips. In addition, at least two adult chaperones should be in each vehicle. Please read, sign and return the following policies and procedures.

Policies and Procedures

1. Teachers or their representative will make arrangements for the field trip.
2. A minimum of one-week notice will be given for all field trips.
3. The teacher is responsible for arranging transportation to and from the field trip. The teacher will make car arrangements for each student. Please contact the teacher at least 2 days in advance if other arrangements are necessary.
4. The teacher will supply drivers with a map as well as a cell phone list of all chaperones attending the field trip. Drivers are expected to caravan to and from the destination. Please do not take a different route or make stops along the way.
5. Field trips are ordinarily for students of the indicated grade. Exceptions for certain trips may be considered by the Headmaster on a case-by-case basis allowing siblings not attending classroom settings to attend.
6. The teacher will collect all fees for the trip and keep a record of all students that have paid.
7. The teacher will determine if a field trip should be cancelled or postponed due to bad weather or other circumstances. Communication will be made by email or phone.
8. As a participant on a field trip you represent Cornerstone Academy with your actions, your physical appearance and your social graces. The fit of all clothing must be appropriate and present an overall neat, modest, and clean.
9. Field trip drivers must abide by all state transportation laws including verification that all car occupants are wearing appropriate safety restraints.
10. Volunteer drivers must present a valid driver's license, proof of insurance at \$100,000/\$300,000 liability limits, and certify that they have not been involved in a DUI, serious moving violation, or accident in the previous two years.

*These also apply to extra-curricular activities/athletic events.

Parent Signature

Date

Teacher Signature

Date