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**NEAL DOW ELEMENTARY SCHOOL**

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*"Every Student Every Day"*

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### Field Trip and Parent Driver Guidelines

Thank you for sharing your time with us by volunteering to drive on field trips. We really do appreciate your help. In order to assure fair treatment for all and help prevent any problems which may arise, we are asking all field trip drivers to adhere to the following guidelines listed below.

- Please do not switch students who were assigned to your car. The student car assignments are made in advance and last-minute switching causes stress and confusion.
- Please do not stop for or provide drinks, snacks or treats for riders.
- All traffic laws must be followed.
- Please fill the car with fuel before reporting to the trip.
- Please stay on the pre-determined route.
- Please do not run errands or stop to do errands while on the trip.
- If your cell phone is on, please stop the car in a safe area before you use the phone.
- Smoking is not permitted around children at any time.
- Please stay with your car "group" while on the trip.

All students must do the following while in the vehicle:

- Seat belts must be worn.
- All body parts must remain inside the vehicle at all times.
- Students are seated at all times.
- Keep hands and feet to self.
- Stay with the assigned car group.
- NO throwing of items in the vehicle or out of the windows.
- No food or drink may be consumed in a vehicle.
- Leave all vehicle gadgets alone.

Please inform the teacher of any behavior problems immediately upon arrival at your destination.

Parents may check out their own child from school and take them on the field trip but no other student may go with them for liability reasons. The parent will be responsible for all costs and fees for the trip.

Friends, family members, extra persons are not allowed to attend the field trip.