



school on wheels inc.

P.O. Box 86133 • Los Angeles CA, 90086
Phone: 213.896.9200 • Fax: 213.896.9222
Website: www.schoolonwheels.org

Field Trip, Offsite Tutoring and Transportation Policy

This policy is intended to protect the safety of School on Wheels, Inc. (SOW) students and volunteers while participating in field trips, offsite tutoring or transporting a student in a volunteer's vehicle. We ask for and appreciate your help in complying with this policy.

Please note that ALL field trips, offsite tutoring or transporting of SOW students must comply with the policy guidelines below. If a volunteer does not comply with this policy, s/he releases School on Wheels 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, offsite tutoring or transportation are only for SOW volunteers and students. No more than two SOW students may participate at any one time.
- Siblings/parents/friends who are not enrolled in SOW's program may not participate in field trips or be transported in the volunteer's car.
- All field trips, offsite tutoring or transportation must be approved by a parent/legal guardian and a SOW Regional Coordinator or staff member.
- No child may participate in a field trip, offsite tutoring or transportation without a signed Consent Form.
- If a student is dropped off at an offsite tutoring location (such as a library), the parent or guardian must wait for the student until the tutoring session is finished.
- Field trips or offsite 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 SOW liability insurance; proof of individual insurance coverage must be provided.
- Volunteers involved in field trips, offsite 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 emergency.
- Model driving safety behaviors and obey all driving laws, including 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.



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Tutoring Homeless Children Since 1993

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Consent Form: Field Trip/Off-Site Tutoring Session

Parent Consent for Emergency Medical Treatment:

The Undersigned do hereby authorize the officers, employees, volunteers or agents of School on Wheels, Inc.'s adult persons into whose care our son/daughter has been entrusted, to consent to an X-ray examination, anesthetic, medical or surgical treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician and surgeon licensed under the provisions of the Medical Practice Act, or to consent to an X-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care to be rendered to said minor by a dentist licensed under the provision of the Dental Practice Act.

It is further understood that permission is hereby granted to the officers, employees, volunteers or agents of School on Wheels to obtain and administer such medical aid or assistance as might, in their judgment, be required for the immediate care of our son/daughter in the event such help of an emergency nature becomes necessary. This authorization is granted with the knowledge that at certain locations used and/or administered by School on Wheels medical assistance from a licensed physician or dentist may not be available.

In no event will School on Wheels, Inc.'s officers, employees, volunteers or agents be held liable for any first aid treatment or hospital care rendered, or drugs, medicine or surgical procedures performed pursuant to this consent.

Parent/Legal Guardian Signature

Date

School on Wheels Coordinator Signature

Date

Release:

I, _____, the parent/legal guardian of _____,
Parent/Legal Guardian Name – Please Print Child Name – Please Print

agree to release and hold harmless, School on Wheels, Inc. its respective officers, employees, volunteers, and agents (the "Released Parties") from any and all liability and claims, arising from or related to this activity and transportation to it, including, but not limited to any injury, accident, or death, or loss of property, whether or not such injury, death, damage, loss, or destruction is caused or alleged to be caused by the negligence or fault of the released Parties.

Parent/Legal Guardian Signature

Date



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Driver's License and Insurance Form

All off-site tutoring sessions or field trips must be approved by a School on Wheels, Inc. Coordinator and a parent/legal guardian of the child involved. Off-site sessions or field trips involving transportation in the private vehicle of a volunteer of School on Wheels, Inc. require verification of a valid California driver's license and automobile insurance.

I, _____ , agree to provide a photo copy of my valid California
Volunteer Name – Please Print

driver's license and a photo copy of my automobile insurance. My currently valid California

driver's license number is _____ and my automobile insurance is

maintained with _____ .

Volunteer Tutor Signature

Date

Please attach photo copies of your driver's license and automobile insurance.