

# Trinity Lutheran School

Growing in Grace and Knowledge

## IDENTIFICATION AND EMERGENCY INFORMATION 2019/2020

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
*Last First Middle*

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Physical Address: (if different from mailing address) \_\_\_\_\_ City \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate Email: \_\_\_\_\_  
(Necessary for fastest school communication)

### EMERGENCY CONTACTS

Please include all persons who may be called in an emergency to pick the student up from school in case the parent or guardian is unreachable or unavailable. Beyond the parents/guardians, there should be at least **three** additional names and numbers of available, authorized persons to contact in case of an emergency. Student will not be allowed to leave with unauthorized persons.

**LIST MOTHER/FATHER/GUARDIAN FIRST, then other people to call in an emergency. Place a #1, #2, and #3 for order of phone numbers best to reach each person.**

NAME	RELATIONSHIP	CELL PHONE	WORK PHONE	HOME PHONE

In cases where more than one parent/guardian has rights, all signatures must agree with emergency contact information

**Signature**

**Signature**

### MEDICAL CONTACT INFORMATION

### PHYSICIAN

### DENTIST

Name		
Address		
City		
Medical Plan and Number		
Telephone		

If physician cannot be reached, what action should be taken?

Call emergency hospital  Other, explain \_\_\_\_\_

### MEDICAL INFORMATION

Chronic Illness or Disability	
Medication Required	
Special Equipment/Services Required	
Special Accommodations Requested	
Allergies	
Other Important Medical Information	

**Custody Restrictions/Orders:** (legal documentation must accompany request and be kept updated at all times)

\_\_\_\_\_ signature \_\_\_\_\_

In cases where more than one parent/guardian has rights, all signatures must appear with custody restrictions/orders. (2<sup>nd</sup> signature – if needed - below)

# DRIVER'S INSURANCE FORM

School sponsored field trips use private vehicles to transport students to and from the events. To assure insurance coverage for all riders, California law, private insurance policies, school policies and school insurance policies must be adhered to at all times.

Recommendations/Requirements:

- Children 12 and younger should ride in the back seat if at all possible
- No child may ride where an air bag is present
- Children under 4'9" tall or 8 years of age must be in an approved child safety seat
- Each child must have their own seat belt
- Drivers may transport only to designated destination. No side trips allowed.
- All events begin and end at school unless otherwise noted on permission slip

As a driver and/or chaperone on a field trip, you have the unique opportunity to support the classroom teacher in extended learning opportunities. You are entrusted with the responsibility of caring for and supervising the students in your vehicle or the students assigned to you by the classroom teacher. At all times, we ask that the safety of your group be your prime concern. Your personal behavior and appearance is a model to the students. Your positive attitude will help set the tone. Strive to do your part to help make the field trip a wonderful experience for each and every child by encouraging them to be positive and treat others with respect.

Our insurance company, *Brotherhood Mutual*, has the following driver requirements:

- Brotherhood Mutual prefers that all drivers be between the ages of 25 and 65. However, we will accept drivers between the ages of 21 and 24 and over the age of 65 provided they have no accidents or violations on their motor vehicle record.
- All drivers must be properly licensed for the vehicle being driven. Class B licenses (with passenger endorsement) are required for all vehicles with a seating capacity of over 10 passengers, including the driver. (California State Law)
- No driver will be allowed to drive if he or she has more than one moving violation or accident on his or her record within the past three years.
- No driver will be permitted to drive if they have a D.U.I. on their driving record or if their license has ever been suspended.
- All drivers must have a valid United States driver's license.

Drivers/Chaperones: Absolutely no alcohol, drugs or tobacco at any time connected with the trip. All traffic laws must be observed. (Watch your speed!) If traveling with more than one vehicle, please caravan by following the lead car. No side trips, stopping for food, running an errand, etc. (That means you may not stop and get your passengers or yourself a treat, snack, or meal. If it says, "pack a sack lunch," that includes the drivers/chaperones). Avoid the use by adults and students of any electronic devices such as iPods, iPads, cell phones, or electronic games. This includes movies in the vehicle. Part of the experience of going off campus is to build a sense of community. This cannot be done if everyone is engaged with an electronic device. Encourage positive attitudes and conversations. Redirect any conversations that dishonor others.

AUTOMOBILE INFORMATION	VEHICLE #1	VEHICLE #2
<b>Make/Model</b>		
<b>License Number</b>		
<b># of Student Approved Seats</b>		

DRIVER INFORMATION	DRIVER # 1	DRIVER #2
<b>Name</b>		
<b>Driver's License Number</b>		
<b>Expiration Date</b>		
<b>Between the ages of 25 &amp; 65</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

I have read and understand all the aforementioned driver requirements. I am deemed a qualified driver under these qualifications. If my driving status changes at any time during the school year, which would disqualify me as a school sponsored event driver, I will notify the school office immediately.

Driver #1 signature \_\_\_\_\_ Driver #2 signature \_\_\_\_\_