



CONFIRMATION FOR FIELD TRIP DRIVERS

Thank you for volunteering to drive for PHPS field trips. **All parent drivers must have a copy of this form, their driver's license, current auto liability insurance, and background check on file in the school office before driving for any 2025-2026 field trips.** We appreciate your generous gift of time as we could not have successful field trip experiences for the students without you!

Please use the instructions below to complete our Background Check:

1. Go to www.phps.org
2. From the Campus Life drop down tab, select Parent Hub and then select Parent Background Check
3. Scroll down until you see the dark blue rectangular box with BIB SECURE VOLUNTEER and click on this box. This will take you to the secure background check page
4. Click on the "Volunteer Now" rectangular blue box with an arrow or click [HERE](#).
5. Click on the circle to the left of the orange person where it says PARENT VOLUNTEER
6. Click "Continue" to begin the application process

We ask your cooperation in adhering to the following guidelines:

1. Keep your group of students together and check frequently that no students have separated from the group.
2. At completion of the activity, return to the campus without making any unscheduled stops.
3. Do not allow a child to leave with anyone, even a parent, until the teacher is personally notified.
4. Require that each student wear a seat belt.
5. **Do not use your cell phone while driving** (except in an emergency).
6. Do not allow the students to exit your vehicle until you see that the parking area is safe from other traffic.
7. Please don't have snacks or treats in your car unless you have the teacher's advance approval.
8. Any movie or TV shown in the car must have prior approval from the teacher.
9. Drivers must not exceed the posted speed limits.
10. The children know the rules and expectations for appropriate behavior--remind them if necessary.
11. Remember to give your full attention to the protection and safety of the students. If you are engrossed in conversation with other adults, you can be distracted from your primary responsibility.

I understand and accept the above stated conditions, items 1-11:

PARENT SIGNATURE

CHILD'S NAME (PLEASE PRINT)

TEACHER'S NAME

DATE