



SCHOOL POOL CHAPERONE RESPONSIBILITIES

Before You Begin

- » Verify that all student participants have turned in signed permission slips.
- » Meet with each participant to fill out the family agreement form, either individually or by holding a group meeting.
- » Review established procedures and emergency protocols from the family agreement form prior to the first school pool.

Meeting Your School Pool

- » Arrive at your meeting spot at least five minutes before the gathering time.
- » Be sure the children have a place to gather that is out of the way of motorized traffic.
- » As children arrive, check their name off the list of participants. Note any children that did not show up for the school pool.
- » Briefly stop at the designated meeting spots to check in children.
- » Check the time and modify your pace, if necessary and within reason, to reach your next destination.

Chaperone Duties on the Route

- » Walk/bike in the front of the group and the back of the group. The chaperone in the front guides the group, sets the pace, and models safe behavior. The chaperone in the back makes sure no one is left behind.
- » If there are more than two adults, disperse them evenly throughout the group.
- » Make sure that shoelaces are tied, pant legs aren't flapping, and all children are wearing helmets.

On every trip, bring the following items:

- » Current contact information for all parents of all children traveling in their bus or train (cell phones, land lines, and email)
- » First aid kits
- » Safety vests (for chaperones)
- » Whistles (for chaperones)
- » Route maps
- » Family agreement forms

See more on reverse —→



Dropping Off Your School Pool

- » Follow all school rules for dropping off children. Help students off of bikes and out of cars. If leading a bike train, ensure that all participants have locks.

Know Your Traffic Safety Rules

- » Review traffic safety laws in the California Vehicle Code to keep your groups safe and obey all traffic signs and signals.
- » Wear bright clothing or vests so that the group is highly visible to motorists.
- » If leading a bike train, ensure that all participants are wearing helmets.
- » Carpool drivers should know how to determine whether a child still needs a booster seat. Federal guidelines recommend using a booster seat for children up to 49 pounds. Visit www.carseat.org for more information.

Keep Your Group Informed

- » Share current contact information for parent chaperones (cell phones, land lines, and email) and proof of automobile insurance and drivers license for drivers.
 - » Notify parents when routes or chaperones change, when new participants join, when the weather is bad, or other news that would change the routine of the bus or train.
- Newsletters and/or a program website are a great way to reach a lot of parents. For updates that need to be communicated under short notice, phone calls are always the best.

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