

Homeroom Teacher Evaluation Form of Student Travel

I. Before the activity :

make sure the location and plan beforehand.

cooperate with qualified travel agency.

submit application form to college.

※related certificates and paperwork :

activity application form

participants record (includes name, date of birth, ID No., address, emergency contact phone No. And blood type.)

guardian's permission.

travel plan.

copy of driver license.

copy of vehicle registration .

copy of Certificate of Business Registration

photo of coach.

Make sure the application get the permission.

II. On travel :

group activity, it is not allow to go dangerous place alone.

the whole class divided into groups consists of three to five people.

get to know the escape exit and emergency equipments when stay in the hotel.

inform the tour guide the name and the room number of students.

remind students to call their family every day.

emergency escape route.

register the student number when get on and off the coach and before go to bed.

contact local police and injured student's parent when accident occurred. Inform school immediately.

TEL of school drillmaster: Day (05) 2717311,2717312

Night (05) 2717373

III. After Travel :

class treasurer and activities coordinator announce the travel expense.

announce the travel photos.

IV. Avoid traveling in following period :

※**during the peak period.**

※**after typhoon or the typhoon is approaching.**

※**after earthquake, mountain area is risky.**