

TRANSPORTATION FOR SCHOOL-RELATED TRIPS**School Driver Registration Form**

This form must be completed annually, or if your insurance policy changes.

School: _____ School Year: _____

DRIVER INFORMATION

Driver (circle one): Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____

Telephone: (____) _____ Cell Phone : (____) _____

Driver's License No.: _____ Expiration Date: _____

VEHICLE INFORMATION

Name of Owner: _____

Address: _____

Make and Model: _____ Year: _____ License Plate No.: _____

Registration Expiration Date: _____ Seating Capacity: _____
(Passenger Seats with Belts)

Has driver ever been cited for any moving traffic violations in the past year?

Yes: _____ No: _____ If yes, please attach an explanation. Indicate number of violations and circumstances.

INSURANCE INFORMATION

Insurance Company: _____ Telephone No.: (____) _____

Policy No.: _____ Expiration Date: _____

Liability Limits of Policy: _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage, a minimum of \$100,000 per person, \$300,000 per occurrence, and \$5,000 property damage per accident, shall bear primary responsibility for any losses or claims for damages. As proof of insurance, a copy of your Auto Insurance **Declaration Page** showing limits of liability is **REQUIRED**.

I certify that I have received and will abide by the driver instructions provided by the district.

Signature of Driver

Date

Signature of Principal

Approved

Not Approved

Date

TRANSPORTATION FOR SCHOOL-RELATED TRIPS**Driver Instructions / Vehicle Requirements****Driver: Please keep these instructions for your information**

*The teacher / trip organizer is required to submit a driver list and completed paperwork for each driver to the school office at least one week prior to the trip. Please return your completed "School Driver Registration Form" and a current copy of your auto insurance Declaration Page showing limits of liability to the teacher / trip organizer in a timely manner.

When using your vehicle to transport students on field trips or other school activity trips:

1. Parent permission forms must state the name of the driver when privately owned vehicles are used for field trips.
2. A volunteer driver will be at least 21 years of age unless specific approval has been given for a younger driver by the superintendent or designee.
3. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
4. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc. It is expected that all vehicles be maintained in a safe condition in compliance with all applicable motor vehicle requirements.
5. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment. Students are not to be transported in an open vehicle.
6. Require each passenger to use an appropriate child restraint system (child car seat or booster seat) or safety belt in accordance with law. No child under the age of 12 shall ride in a seat containing an air bag.
7. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
8. Obey all traffic laws.
9. Take the most direct route to the destination or even without unnecessary stops.

In case of emergency, keep all students together and call 911 and the district office.