



## **MSB Driver Policy**

Thank you for volunteering to drive on field trips and outings. Your cooperation and assistance allows these “going out” experiences of the children to be a safe and productive part of their development. Here are a few guidelines that we have developed over the years to help make these trips as safe and enjoyable as possible.

Please keep this sheet for your reference and information.

- Due to insurance limitations, all drivers must be at least 25 years old and under the age of 70.
- The driver will not be under the influence of any substance including medication that could impair his or her ability to safely operate the vehicle.
- Each vehicle must be insured for the protection of its passengers. Each driver will provide MSB with a copy (paper or electronic) of his/her driver’s license and insurance card or declarations page.
- All vehicles that are used to transport children to and from events must be safe, clean and in good running condition.
- Each child must be buckled into an individual seatbelt. Children over 40 pounds must use a booster seat until they reach either 8 years of age or a height of 4 feet 9 inches.
- No student will be transported in any front seat, unless with their own parent or with specific written permission.
- Speed limits must be scrupulously obeyed and exceptional caution used at all times.
- When traveling as part of a caravan of automobiles, please keep your lights on and try to stay with the group (within the limits of safety and common sense).
- Do not make any unplanned stops. Follow the route provided whenever possible.
- When stopping at your destination students must remain in the vehicle until you or another adult has opened the door to safely let them out. Please watch for parking cars.
- When returning to MSB please instruct students to remain in the vehicle until an MSB staff person opens the door to let them out and check them in.
- In Oregon it is illegal to use a hand-held cell phone while driving. Even if you have a hands-free device, your attention is still compromised. If you must make a phone call, please pull off the road and park if possible. Phone calls should only be made if absolutely necessary.
- If you are delayed, lost or have any other difficulty, please pull over and call the teacher’s cell phone or the school office at 503.439.1597