

**BOZEMAN PUBLIC SCHOOLS DISTRICT. NO. 7  
VOLUNTEER/EMPLOYEE VEHICLE USAGE FORM**

PLEASE CHECK ONE: \_\_\_\_\_ VOLUNTEER                      \_\_\_\_\_ EMPLOYEE

Please complete this form and send it to the school site administrator for review and approval.

**Driver and Insurance Information:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Drivers Lic. #: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Moving violations received, if any, in the past 3 years? #\_\_ Explain: \_\_\_\_\_

Number of accidents, if any, in the past 3 years? #\_\_\_\_\_ \*Explain: \_\_\_\_\_

(\*Use additional sheet, if necessary, for explanation and attach it to this form.)

Insurance Company: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Driver Statement:**

I certify the vehicle is equipped with seat belts for all occupants.

I certify the vehicle is regularly maintained and kept in good mechanical condition.

I certify that I have not received a DWI, DUI, OWI, OUI, refusing substance tests, reckless driving, manslaughter, hit and run, eluding a police officer, any felony, drag racing, license suspension or driving while license suspended in the last 36 months.

I consent to the school district checking my Motor Vehicle Record (MVR) with the Department of Motor Vehicles (DMV).

I certify I am 21 years of age or older.

I certify I have a valid Montana drivers license and there are no restrictions preventing me from transporting students in my vehicle.

I certify the following minimum Bozeman District vehicle insurance requirements are met:

Bodily Injury Liability and Property Damage combined	\$300,000
Medical (for passengers)	5,000
Under and Uninsured Motorist	300,000

\_\_\_\_\_  
Volunteer/Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School/Site Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School/Site Name

\_\_\_\_\_  
Date

**Original Form to be kept at School/Site**

BOZEMAN PUBLIC SCHOOLS DISTRICT NO. 7

VOLUNTEER/EMPLOYEE DRIVER INSTRUCTION FORM

Volunteer/employee drivers using their vehicles to transport students on field trips or other school-sponsored and district-approved field/activity trips must comply with the following requirements:

1. A valid Montana drivers license.
2. The following minimum insurance coverage amounts if private vehicles are used: \$300,000 bodily injury liability and property damage combined, \$5,000 medical and \$300,000 under and uninsured motorist.
3. A minimum age of 21 years to transport students.
4. Completion of the appropriate Volunteer/Employee Vehicle Usage Form and submittal to the principal five days prior to the field trip. The principal is the approving administrator.
5. Completion of a new Volunteer/Employee Vehicle Usage Form upon expiration of the driver's vehicle insurance policy.
6. Compliance with the law requiring each passenger, including the driver, to use a seat belt. There is to be no sharing of seat belts.
7. Carrying only the number of passengers for which your vehicle is designed, not to exceed more than a total of six passengers, including the driver. Trucks or pickups may carry only as many as can safely sit in the passenger compartment. No passengers shall be carried in a pickup.
8. It is recommended that a first aid kit and fire extinguisher be carried in the vehicle.
9. Emergency information for each occupant (both students and adults) must be maintained in the vehicle. Student emergency information is provided on the emergency portion of the field trip parent permission form.
10. Report accidents/ injuries to school as soon as possible.

Questions and/or accident report may be referred to the Business Office at (406) 522-6042.

Thank you for volunteering your services to benefit our students. Have a fun, safe trip!!