



### North Kitsap School District 400 Approval for the Use of Private Vehicle

Please check one: Teacher: \_\_\_\_\_

- \_\_\_ I am a volunteer driver, I am not an employee of North Kitsap School District.
- \_\_\_ I am an employee of North Kitsap School District and have a Student Activity Driver endorsement.

This authorizes \_\_\_\_\_, a volunteer, to use his/her automobile for the transportation of pupils of this school for the purpose of:

\_\_\_\_\_

School Year	Authorized School Official

Notice: By signing below, I certify that:

I am older than 21 years of age.

I have had no vehicle moving violations or at-fault accidents within the last three years.

My vehicle is in safe operating condition, is equipped with seat belts that will be used by each passenger, and I drive in a safe manner and in accordance with state laws.

I have automobile liability insurance of at least the minimum required by the Washington Schools Risk Management Pool<sup>1</sup> for the vehicle to be used, and understand that such insurance is primary before any other collectible insurance.

The driver has the responsibility of notifying the School District in the event of any changes in the above information.

Registered Owner: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vehicle License #: \_\_\_\_\_ State: \_\_\_\_\_

Driver License #: \_\_\_\_\_ Expires: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Agent: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> The insurance pool's minimum requirements for vehicle insurance: \$100,000 per person bodily injury liability; \$300,000 per accident bodily injury liability; and \$50,000 property damage.

# Volunteer Driver Checklist

## Vehicle Inspection

Please respond to each item with a yes or no answer.

### Yes/No

- \_\_\_\_\_ There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.
- \_\_\_\_\_ My vehicle's brakes, including the emergency brake, are in good working order.
- \_\_\_\_\_ My vehicle's tires have legal tread depth (at least 3/32").
- \_\_\_\_\_ My vehicle's brake lights, turn indicators, and headlights are in good working order.
- \_\_\_\_\_ My vehicle's windows are clear and provide an unobstructed view for the driver.
- \_\_\_\_\_ My vehicle has functioning rear view mirrors (center and left side).
- \_\_\_\_\_ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- \_\_\_\_\_ My vehicle has a rated capacity of ten passengers or less.
- \_\_\_\_\_ If my vehicle has dual airbags, I will not seat children under 12 or small person in the front passenger seat.
- \_\_\_\_\_ I will not transport students in a motor home, fifth-wheel trailer, cargo compartment of a van or a truck bed.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### School Administrative Review

\_\_\_\_\_ If the volunteer will drive for more than one day and will have unsupervised student contact, the driver will have a Washington State Patrol background information form on file in the school office.

\_\_\_\_\_ All students have written parental permission to ride with a volunteer driver.

I have reviewed the above information and this driver and vehicle are approved for this trip.

\_\_\_\_\_  
Signature of Administrator/Designee

\_\_\_\_\_  
Date