



VOLUNTEER DRIVER CHECKLIST

TRIP INFORMATION

DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

FROM: \_\_\_\_\_

MAXIMUM #. OF STUDENTS TO BE TRANSPORTED IN VOLUNTEER'S VEHICLE: \_\_\_\_\_

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DRIVER SCREENING/INSURANCE REQUIREMENTS

NAME OF DRIVER: \_\_\_\_\_

VEHICLE YEAR/MAKE/MODEL: \_\_\_\_\_ LIC #: \_\_\_\_\_

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

YES/NO

\_\_\_\_\_ I am older than 21 years of age.

\_\_\_\_\_ I have a valid Commonwealth of Kentucky driver's license.

License #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

\_\_\_\_\_ I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list:

\_\_\_\_\_ I have never been convicted of any crimes against children or other persons.

\_\_\_\_\_ I carry liability limits of \$1,000,000 per occurrence, uninsured/under-insured of \$500,000 and no-fault \$20,000 per passenger.

Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

\_\_\_\_\_ I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

(Continued)

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 persons in front passenger seat.

\_\_\_\_\_ I agree to use booster seats/car seats when required by the Commonwealth of Kentucky state law. 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.

\_\_\_\_\_  
Signature of Volunteer Driver

\_\_\_\_\_  
Date

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ADMINISTRATIVE REVIEW

\_\_\_\_\_ If the volunteer will drive for more than one day, the district has obtained the information to order a motor vehicle record (MVR) check (three-year comprehensive record) from the Department of Licensing.

\_\_\_\_\_ If the volunteer will drive for more than one day and will have unsupervised student contact, the district has obtained the information to order a Commonwealth of Kentucky background information check.

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

\_\_\_\_\_ All "NO" responses have been addressed satisfactorily.

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

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

\_\_\_\_\_  
Date