

Colorado Springs School District 11  
Risk Related Activities/D11 Engage  
School Year 2024/2025  
**VOLUNTEER DRIVERS OF PRIVATE  
VEHICLES (14 Passenger Vehicle or Less)  
FOR SCHOOL SPONSORED ACTIVITIES**

The Board of Education has adopted the following standards for volunteer drivers of private vehicles transporting D11 students for District sponsored events to align with the Colorado Department of Education regulations.

1. The school-sponsored trip must be an authorized trip.
2. The volunteer driver must have a valid driver's license.
3. The volunteer driver must operate a vehicle that is in safe, mechanical working condition.
4. The volunteer driver must carry auto liability insurance as required by the state of Colorado and provide a current copy of proof of insurance.
5. It is strongly recommended that Medical Payment coverage on the auto insurance policy be carried.
6. The volunteer driver must have front and rear seat belts and carry only the number of passengers who can be safely restrained.

Each volunteer driver must complete the "Volunteer Driver of Private Vehicles" form. The form can be filled out by individual staff members or volunteers and should be kept on file with the head secretary in the school office rather than having the driver complete a form for each trip (the form should be updated as the insurance on the vehicle renews or changes companies). All volunteer drivers for school-sponsored trips must use the form.

Proof of insurance and a valid driver's license as required by Colorado law will be photocopied and attached to each volunteer driver form and kept in the school file. Prior to participating in any sponsored activity, the volunteer driver will notify the school of any changes in their coverage: renewals, termination of insurance, insurance limits, etc.

**THE PRIVATELY OWNED VEHICLE DRIVEN BY THE VOLUNTEER IS COVERED BY THE VOLUNTEER'S PERSONAL AUTO LIABILITY INSURANCE POLICY. THE DISTRICT DOES NOT INSURE THE VOLUNTEER'S PRIVATE VEHICLE.**