

**Estell Manor School District
Staff & Volunteer Private Auto Insurance Information**

When parents/staff transport students to/from school activities, Estell Manor School District requires the following rules to be followed:

- Drivers must be parents/guardians or others over 21 years of age and approved by the superintendent/principal. They must hold a valid driver's license. (Copy attached)
- Driver must hold current liability auto coverage and a valid inspection sticker on any private car used for school activities. The principal or his/her designee must inform staff, parents and other non-staff members who drive private cars that the District provides no insurance coverage for them. (Copy of private insurance attached)
- No gas/monetary reimbursement will be given to persons providing private cars for school activities.
- Seat belts are required for all children and adult passengers.
- Volunteers are responsible for notifying the school of any changes.

I acknowledge that I have read the above information, I hold a valid driver's license and my automobile carries the insurance specified above. I am fully aware my automobile coverage is primary for myself and all passengers I transport to and from specified locations. I hereby certify that all the below insurance information is valid and true at this time.

Driver Signature and Date _____

Name of Driver and/or Insured _____

Address _____

Phone Number(s) (cell) _____ (home) _____

Drivers License # _____ Expiration Date _____

Year of Car _____ Make _____ Model _____

License Plate # _____ Expiration Date _____

Owner of Car _____

Name of Automobile Insurance Company _____

Auto Insurance Address _____

Agent's Name _____ Phone Number _____

Policy # _____ Expiration Date _____

For School Use Only:

Names of Children in Vehicle _____

Date of Event _____ Teacher's Name _____

Destination _____