Volunteer Driver Checklist

TRIP INFORMATION

Date: _____ School: _____

Purpose of Trip: _____

Date of Trip: _____

Trip is to: _____ From: _____

Students to be transported by this driver: (A completed parent/guardian permission (Policy 2320 form 1) is required for each student listed below.)

_____ _____

_____ _____

_____ _____

_____ _____

DRIVER SCREENING / INSURANCE REQUIREMENTS

Name of Driver: _____

Vehicle Year / Make / Model: _____License #: _____

Please respond to each item with a <u>yes</u> or <u>no</u> answer:

<u>Yes/No</u>

_____ **I carry minimum auto liability of $100,000 per occurrence and $300,000 aggregate and uninsured motorist coverage (attach a copy of proof of insurance.)**
Company: _____Policy #: _____

_____ **I will make sure every student is wearing their own seat belt.**

_____ **I will not transport children 12 and under or small adults in the front seat of a vehicle equipped with a passenger-side air bag.**

_____ **I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my <u>personal automobile insurance</u> company.**

UNACCEPTABLE DRIVING RECORD

- If a driver has any of the following violations or convictions, he/she would not be able to transport students (i.e., having any of the following violations or citations on the driving abstract would be an **unacceptable driving record for at least five (5) years**). This list is not comprehensive, there may be other offenses that would be unacceptable for any volunteer driver.

    - More than one moving violation in the past 12 months
    - More than two moving violations in the last 3 years
    - Driving while intoxicated
    - Reckless driving
    - Driving while under the influence of drugs
    - Speed contest (racing)
    - Hit and run
    - Driving while license is suspended or revoked
    - Driving without valid driver's license
    - Vehicular assault, homicide, or manslaughter
    - Any citations for failure to maintain auto insurance
    - Any at-fault accidents

I AGREE TO HAVE THE SCHOOL SEND THIS PAPER WORK TO OTHER SCHOOL'S WHERE I HAVE STUDENTS ENROLLED:

Parent signature **Date**

Please List Schools

_____ _____

_____ _____

I have attached photocopies of the following documents to this form:

( ) Drivers License
( ) Registration
( ) Vehicle Insurance
( ) Driver's Abstract

The above information is true and accurate to the best of my knowledge.

Signature of Volunteer Driver **Date**

Recommend Approval / Disapproval (Teacher/Advisor/Coach) ***Please Circle One***

Signature of Teacher/Advisor/Coach **Date**

ADMINISTRATIVE REVIEW

_____ **The volunteer has provided a copy of the Volunteer's driver's abstract from the department of licensing.**

_____ **The volunteer has passed screening by the District's Human Resources Department in the last year.**

_____ **All students have parental permission to ride with the 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 building Administrator/Designee **Date**