

Volunteer Driver Application Form 2018-2019 Christian Heritage School

This form is required to transport Christian Heritage School students for school events, including field trips and sporting events. A new Volunteer Driver Application Form must be completed each school year.

This form must be submitted at least one week prior to driving, along with a copy of your driver's license and your current vehicle insurance card. An email will be sent once an approval decision is made.

Section I – Volunteer Driver Information

First Name: _____ Middle Name _____ Last Name _____

Email: _____

Phone: (H) _____ (C) _____

Address: _____

Car Model/Yr #1: _____ Car Model/Yr #2: _____

Number of working seat belts in Vehicle #1 _____ Vehicle #2 _____

License number for Vehicle #1 _____ Vehicle #2 _____

The school requires volunteer drivers to have a minimum amount of liability insurance. (1) \$100,000 liability per person for bodily injury; (2) \$300,000 liability per incident for bodily injury for all vehicle occupants; and (3) \$50,000-\$100,000 liability for property damage. Amount on this (these) car(s):

Vehicle #1 Insurance Co.: _____ Policy #: _____

(1) \$ _____ (2) \$ _____ (3) \$ _____

Uninsured/underinsured motorist coverage? Yes ___ No ___

Vehicle #2 Insurance Co.: _____ Policy #: _____

(1) \$ _____ (2) \$ _____ (3) \$ _____

Uninsured/underinsured motorist coverage? Yes ___ No ___

- Yes No Are you licensed to drive a commercial vehicle?
- Yes No Have you been in an accident in the last three years? If you answered YES, please describe the accident on another sheet of paper and attach it to this form.
- Yes No Have you been ticketed for moving violations within the last three years? If you answered YES, please describe the infractions on another sheet of paper and attach it to this form.
- Yes No Have you been convicted for DWI/DUI of alcohol or drugs, or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation during the past 7 years?

SECTION II – Requirements for Volunteer Drivers

I certify that for the 2018-19 year:

- I possess a valid _____ (state) driver’s license. **Please attach a photocopy of your driver’s license and first page of your car insurance policy(ies).**
- I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members on a field trip that might affect my ability to meet the qualifications for a volunteer driver.
- I will maintain the minimum insurance coverages required by the school for volunteer vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and coverages are in force.
- I understand that in case of any type of accident, injury, or vehicle damage, the school’s liability insurance policy does not provide primary or direct insurance on my vehicle. The school’s insurance will take effect only after my personal auto insurance limits are exhausted.
- I will advise the school of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle.
- Students riding in my vehicle(s) will be seated and in both the front and back seat will be secured with individual working seat belts. (No double belting of children is permitted.) As required by state law, I will have a child restraint seat for each child age 8 and under.
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.)
- I will read and follow the Driver and Chaperone Instructions sheet for the field trip.
- I will notify school personnel if I no longer wish to drive or if I wish to be removed from the Approved Driver List.

SECTION III – Declaration and Signature

I affirm that I will carefully transport students under my care, including obeying all traffic laws. The information given on this form is true and correct to the best of my knowledge.

By signing below, I also give Christian Heritage School permission to obtain my Motor Vehicle Report.

Signed: _____ Date: _____

SECTION IV – School Administration Approval

_____ Approved _____ Disapproved Reason for Disapproval _____

Administrator’s Signature _____ Date: _____

Field Trip Driver and Chaperone Instructions: Our school greatly depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate your taking the time to support your child's school and its activities. To be an approved driver, please fill out the Volunteer Driver Application Form and submit it to the front office. If you are not an approved driver, you are not allowed to drive any student other than your own child. The following are guidelines that we ask our drivers and chaperones to follow: General Instructions:

- The classroom teacher will be in charge of the field trip and will direct volunteers as to what is expected of them.
- Act as a positive role model for our students by demonstrating maturity in actions, attitudes, and dress. No movies, shows, or games should be shown in a chaperone's vehicle during a field trip unless it has been pre-approved by the teacher.
- Only children enrolled in the class or activity may go. Guests or siblings may not attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited.
- Chaperones are responsible for the behavior of those students assigned to them. If you are experiencing difficulties, please report the problem immediately to the teacher. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- Chaperones should remain with the students for whom they are responsible.
- Know exactly how many students are in your small group and count, count, count, all day! Keep a roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- Students are to return with the same person and vehicle that transported them for this event. Exceptions can be made only by an administrator or the sponsoring teacher.
- Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.
- If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher in charge.
- Please allow the teacher to make vehicle assignments for students. If you have a suggestion or preference, please let the teacher know a day ahead of time so this can be taken into consideration. Teachers sometimes have special reasons that they may not be free to explain for assigning specific seating arrangements. You will be provided with a list of the names of the children being transported in your vehicle.
- Please arrive at school at least fifteen minutes before departure time.
- Seat belts must be worn at all times. Note that only one child is permitted per working seat belt.
- Please obey all traffic laws including maintaining acceptable speed limits.
- Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.
- Children must not be left unattended in a vehicle.