



Transportation Form

If you are interested in helping to meet transportation needs during the _____ school year, please complete this form and return it to school with the following documents:

A copy of your current NC Drivers License

A copy of your current auto insurance listing the amount of your LIABILITY COVERAGE.

You will not be allowed to drive students unless this information is provided.

A new form must be completed for each school year.

Drivers Name _____

Student _____ Grade _____

Section 1 – Volunteer Driver Information

- Yes No Do you possess a valid NC Driver's License?
- Yes No Are you licensed to drive a commercial vehicle?
- Yes No Have you been in an accident in the last 3 years? If yes, please describe the accident and its cause on a separate sheet of paper and attach it to this form.
- Yes No Have you been ticketed for moving violations in the last 3 years? If yes, please describe the infraction on a separate sheet of paper and attach it to this form.
- Yes No Have you been convicted of a DWI/DUI or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving without a license? (Note, if yes to any of these, you will not be able to serve as a volunteer driver, per school insurance policy.)

Section 2 – Requirements for Volunteer Drivers (Please read thoroughly)

I certify that for the current school year:

- 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 coverage required by the school for volunteer vehicles and only volunteer to drive when such insurance policies and coverage are in force. **The minimum**

requirements are: (1) \$100,000 liability per person for bodily injury; (2) \$300,000 liability per accident for bodily injury for all vehicle occupants; and (3) \$50,000-\$100,000 liability for property damage.

- In case of any type of accident, injury, or vehicle damage, the school's liability insurance policy does not provide primary or direct insurance for my vehicle.
- 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 citation 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 will be seated and, in both the front and back seat, will be secured with individual working seatbelts or proper car restraint seating. (No double belting of children is permitted.)
- As required by state law, I will have a child restraint seat for each child under the age of 8 or under 80 pounds.
- My vehicle is in safe operating condition (brakes, tires, etc)
- Read and follow the Drive and Chaperone instructions for each field trip.

Section 3 – Guidelines for Cell Phone Usage and Driving

- Volunteers who serve as drivers are expected to refrain from using cell phones or other types of electronic devices while driving.
- If acceptance or placement of a call is unavoidable, drivers must pull off to the side of the road and safely stop the vehicle before using the phone.
- If pulling over is not an option, drivers are to keep the call short, using a hands-free option and refrain from discussing complicated/emotional issues.
- Special care should be taken in situations in which there is traffic, inclement weather or unfamiliar territory.
- Under no circumstances are drivers allowed to place themselves or others at risk by their inappropriate use of cell phones or similar devices.
- Drivers who are charged with traffic violations resulting from the use of cell phones or other electronic devices while driving will be solely responsible for all liabilities that result from such action.
- Violators of this policy will be subject to discipline, up to and including termination.

Section 4 – Declarations 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.

Signed _____ Date _____

Section 5 – School Administration Approval

_____ Approved _____ Denied

Administrators Signature _____ Date _____