

VOLUNTEER DRIVERS

Date _____

Policy:

All vehicles used to transport students must meet requirements of Oklahoma statutes as to condition and insurance coverage (\$10,000-bodily injury person, \$20,000-bodily injury per accident). Drivers must be adults with a valid driver's license. Current copies of the insurance verification and driver's license must be on file in the school office. These must be updated yearly.

All vehicles should be properly registered according to state statute, where required, they should be inspected. Each person should have his/her own seat, not ride in the front passenger seat if an airbag is present and must use a seat belt.

For trips of round-trip distance of 250 miles or longer, a minimum coverage of \$50,000 per person and \$100,000 per accident is required. (A higher level of \$100,000/\$300,000 is recommended). In case of an accident, vehicle owner's insurance is primary.

I AFFIRM THAT MY VEHICLE IS COVERED BY INSURANCE SUFFICIENT TO MEET THE ABOVE REQUIREMENTS FOR THE OUTING(S) FOR WHICH I WILL PROVIDE TRANSPORTATION.

Driver _____

Address _____

Year, Make and Color of Vehicle _____

Number of seats with seat belts of passengers _____

Car License Tag Number _____

Car Phone Number (if available) _____

(This form signed, a copy of your drivers license and insurance verification must be on file in the school office!)

Dear Volunteers,

Thank you for transporting our students. Please be aware of the following things.

1. Driver forms need to be completed and in the office. Please include a copy of your driver's license and insurance verification. These must be updated yearly, check with the school office to see if these are on file.
 2. All children must wear a seat belt while your car is moving. Students are not to ride in the front seat if an airbag is present.
 3. From the teacher, you will receive a list of students you will transport and for whom you will be responsible.
 4. Please check with the classroom teacher to see if there are any special instructions for travel (staying together, places to meet, etc.)
 5. Please go directly to and from the scheduled event. Do not stop for treats (i.e., food, drinks, etc.) Each stop increases liability and/or opportunity for accidents to occur.
 6. When you arrive at the event, please help monitor students' behavior remembering that everyone is entitled to dignity and respect. A teacher will be available to assist with discipline if necessary.
 7. All the rules and guidelines are made for the safety of the children. Your cooperation is appreciated and Thank You for Helping.
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