



PLEASE BE SURE **ALL** ITEMS ARE COMPLETE
BEFORE RETURNING – **THESE MUST BE DONE EACH YEAR!!**

St. Matthew Catholic School
Volunteer Driver Form

Items Required:

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1. **SIGN & COMPLETE BOTH SIDES OF THIS SHEET**
 2. **A COPY OF YOUR DRIVERS LICENSE (EACH DRIVERS)**
 3. **A COPY OF YOUR CURRENT INSURANCE COVERAGE (\$100,000 - \$300,000) INCLUDING EXPIRATION DATE**

Name of Student _____ Class _____

Name of Student _____ Class _____

Name of Student _____ Class _____

Name of Student _____ Class _____

I am able to drive St. Matthew Catholic School students on school affiliated field trips. My vehicle can carry _____ students with a seatbelt for each child. I understand that my personal car insurance is the “primary” insurance in the event of an accident. The school provides liability coverage as back up to my policy as provided by the Archdiocesan policy. Also, the number of passengers to be transported in my vehicle shall not be more than the legally permissible number of passengers deemed appropriate for this vehicle.

Providing the following information is **required yearly.**

I affirm that the following three situations exist:

1. I possess a valid California Driver’s License:
Print Name _____ Driver’s License Number _____
Exp. Date _____
Print Name _____ Driver’s License Number _____
Exp. Date _____
2. My automobile, truck, or van conforms to the State’s vehicle safety requirements.
3. I have and will have in effect at the time of trip the California minimum insurance requirements for auto insurance coverage:
☞ Automobile insurance carrier is _____
☞ Insurance Expiration date is _____
☞ Amount of liability coverage _____

Each field trip driver in the family **must** have this form signed and on file in the office.

Signature of Parent Driver#1 Date

Signature of Parent Driver #2 Date

Home/Work

Home/Work

Cell #

Cell #

This information must be turned in each year!!

FIELD TRIP DRIVER'S INFORMATION

Prior to driving on a field trip, a chaperone will need to sign and complete the Volunteer Driver Form, provide a photocopy of their driver's license and a copy of their insurance policy cover sheet to the school office. COMPLETE information must be submitted to the office at least one week before the field trip. **This form is completed each year, and updated as needed if the insurance policy expires during the year.**

On many field trips, parents are asked to stay and participate in the activity of the trip. Drivers then are requested to assist the teacher in the supervision and responsibility of the students in the non-classroom environment. It is because of this role we ask drivers not to bring siblings on field trips.

To comply with Archdiocesan regulations all field trip drivers must read and agree to the following rules, and sign at the bottom:

1. Drivers **must** be 25 or older years of age.
2. Drivers **must** have a valid, unrestricted driver's license and a "clean" driving record for the past three years, including but not limited to:
no fault accidents, no tickets for speeding, reckless driving, DUI, etc.
3. The driver **must** carry \$100,000/\$300,000 of comprehensive, general liability insurance on the vehicle. A current copy of your insurance policy cover sheet verifying these amounts **must** be on file in the school office.
4. One seat belt per passenger. Remember that children should not sit in front seats that have an airbag.
5. No private vehicle with more than nine seats will be used (different laws apply to larger vehicles.)
6. No one rides in the back of a pick-up truck.
7. Any unscheduled stops including gas, drive thru, home etc. are not allowed.
8. The children in the car are not to be treated to something special or extra. This eliminates hurt feelings.
9. Please keep track of the children in your car once you reach the destination. The children know they are to remain with you and follow your directions.
10. Make sure you have the same children in your car that you arrive at your destination with.
11. **Return to school immediately after departing the field trip destination. Wait with students until the classroom teacher returns.**
12. Chaperone may not bring anyone extra along on a field trip.

Signed: _____ Date: _____
Driver 1

Signed: _____ Date: _____
Driver 2