

SCHOOL DRIVER CERTIFICATION FORM

**DRIVER** (Circle One):      Employee                      Parent/Guardian                      Volunteer

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Driver License No : \_\_\_\_\_

\_\_\_\_\_ Expiration Date: \_\_\_\_\_

Telephone No.: (      ) \_\_\_\_\_

**VEHICLE**

Name of Owner: \_\_\_\_\_ Year: \_\_\_\_\_

Address: \_\_\_\_\_ Make: \_\_\_\_\_

\_\_\_\_\_ License Plate No: \_\_\_\_\_

Registration Expires: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

No. of Seat Belts: \_\_\_\_\_

**INSURANCE INFORMATION**

Insurance Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Liability Limits of Policy: \_\_\_\_\_

**(The minimum acceptable liability limit for privately-owned vehicles is \$100,000 per occurrence. If you transport students often, it is recommended that your coverage be \$300,000 per occurrence).**

Name of Agent: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**I certify that I have not been convicted of Reckless Driving or Driving Under the Influence of Drugs or Alcohol within the past five years, and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages. I have attached a current copy of my Insurance Declaration.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use a safety belt.

In case of emergency, keep all the children together and call \_\_\_\_\_.