



2017-2018

### Field Trip Driver's License and Vehicle Insurance Information

Thank you for volunteering your services to assist in transporting children on a school-sponsored field trip. Prior to using a private automobile, the driver must complete, sign and have this form on file in the school office. This form must be completed at least once each school year and each time the information on the form changes. **Please attach a copy of your driver's license. CORI/SORI's are required** for all drivers. You may pick up a form in the office if you have not already submitted one with your online enrollment.

1. Name of Driver: \_\_\_\_\_

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

Telephone # ( ) \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

**Vehicle Information:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Seating Capacity: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

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2. Name of Driver: \_\_\_\_\_

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

Telephone # ( ) \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

**Vehicle Information:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Seating Capacity: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

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Insurance Carrier: \_\_\_\_\_

Policy Holder: \_\_\_\_\_ Policy Number: \_\_\_\_\_

## Driver's Expectations

*To insure the safety of our students when on school field trips, the following rules must be observed:*

- Will be responsible for students assigned to my care.
- Will be responsible for all passengers to wear seatbelts/car seats at all times.
- Will be responsible for laws regarding students sitting in the front seat.
- Will take only the students assigned to my vehicle by the teacher.
- Will only use a hands free device when using a cell phone but will not "text" while the vehicle is in motion.
- Will not use any inappropriate language or play inappropriate music while students are in my car.
- Will not show movies or videos in my vehicle at any time.
- Will not make any unscheduled stops, except when needed for gas.
- Will follow travel instructions provided by the teacher.
- Will be responsible to quickly locate my students as we travel throughout the day.
- Will be responsible to stop all unnecessary noises and distractions during the trip.
- Will be responsible to see that my students ask permission to go anywhere.
- Will be responsible to see that I follow the teacher's instructions and requests.
- Will be responsible to see that students have a positive experience.
- Will be responsible to see that I support the activity with enthusiasm, a positive attitude, and flexibility.

*\*Siblings or young children are not allowed on field trips unless siblings have been pre-approved by the teacher.*

I have read the Driver Expectations. I agree to abide by these guidelines and any other specific instructions given for the field trip by the teacher.

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Driver's Signature

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Date