

# Transportation for School-Related Trips Driver Registration Form

**Important: This form must be submitted to the school principal at least two weeks prior to the trip.**

**DRIVER INFORMATION:** (circle one)    Employee    Parent/Guardian    Volunteer

Check one:    Curricular \_\_\_\_\_    Extracurricular \_\_\_\_\_

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

Address: \_\_\_\_\_    Phone Number: \_\_\_\_\_    Cell Number: \_\_\_\_\_

Driver's License #: \_\_\_\_\_    License Expiration Date: \_\_\_\_\_

I am willing to provide transportation for \_\_\_\_\_ (#) of students on this field trip.

### **FIELD TRIP INFORMATION**

Field Trip/Location: \_\_\_\_\_    Date(s) of Trip: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_    Departure Time: \_\_\_\_\_    Return Time: \_\_\_\_\_

School Site: \_\_\_\_\_    Teacher/Supervisor: \_\_\_\_\_

### **VEHICLE INFORMATION**

Name of owner: \_\_\_\_\_    Year: \_\_\_\_\_    Make: \_\_\_\_\_

Address: \_\_\_\_\_    Car License #: \_\_\_\_\_

Registration Expiration: \_\_\_\_\_    Seating Capacity: \_\_\_\_\_

### **INSURANCE INFORMATION**

Insurance Company: \_\_\_\_\_    Phone #: \_\_\_\_\_

Policy #: \_\_\_\_\_    Expiration Date: \_\_\_\_\_

Liability Limits of Policy: (bodily injury) \_\_\_\_\_, (\$100,000 - \$300,000 per accident)

(property damage) \_\_\_\_\_, (\$25,000 per accident)

(medical) \_\_\_\_\_, (\$2,000 or single limit of \$300,000)

### **DRIVER STATEMENT**

I certify that I am at least 21 years of age and hold a valid California Driver's License. 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.

Signed: \_\_\_\_\_    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 (as noted above under liability limits).
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. Require each passenger to use a seat belt. In case of emergency, keep all the students together.