

Portage Christian School Field Trip Driver Form

1. The driver must produce evidence of liability insurance on the vehicle to be used.
 - We require a minimum of \$100,000 per person/\$300,000 per accident limit of liability for bodily injury and property damage.
 - We recommend \$100,000 per person/\$300,000 per accident for uninsured motorists.
 - These minimum limits are for Portage Christian School purposes only and are not meant to imply that these limits provide adequate coverage for personal purposes. Decisions regarding adequate insurance limits for personal purposes should be made only after consultation with an insurance professional.
2. Drivers must be at least 25 years of age. All drivers must be screened carefully. Age and health as well as physical and mental condition should be considered.
3. Drivers must provide evidence of valid, unrestricted driver's license.
4. Drivers must have a clean driving record for the past three years (e.g., no at-fault accidents, no more than one moving violation; no convictions for speeding, reckless driving, driving under the influence, leaving the scene of an accident or other similarly serious offenses.)
5. One seat belt must be provided for and used by each vehicle occupant.
6. No one may ride on motorcycles or in the bed of a pick-up truck.
7. No more than nine (9) persons, including the driver, may be transported in any vehicle. Only an official school bus or a charter company may transport more than nine (9) persons, including the driver. No private (non-chartered) vehicle, including vans, with more than nine (9) seats should be used, regardless of the number of passengers.
8. No driver shall transport any child without providing and properly securing the child in a child passenger restraint system, unless that child is at least eight (8) years of age or weighs sixty (60) pounds or more. The restraint system must be furnished and installed by a parent.
9. Each driver is responsible for the supervision of the students in his/her transport for the duration of the field trip.
10. No unauthorized or unscheduled stops for gas, treats, etc., are allowed during any field trip.
11. Any vehicle carrying students must be in good, safe condition and operational.
12. Children under the age of 13 may not ride in the front seat of vehicles with passenger-side airbags.
13. Drivers must drive defensively and carefully staying within the legal speed limits at all times.
14. Field trip drivers must not take medications that might impair driving ability, such as pain medication, muscle relaxants, or other controlled substances.
15. Drivers cannot bring guests, including siblings, on a field trip, unless the director grants prior permission.

I, the undersigned, have read the above explanation of Portage Christian School policy regarding the use of vehicles for the transportation of students on school field trips. As a volunteer driver for school field trips, I will adhere to this policy, and provide proof that I possess the required insurance coverage.

1. Insurance Company _____
2. Insurance Agent _____
3. Policy Number _____
4. License Plate Number of Vehicle/Make/Year _____
5. Driver's License Number _____

Signature

Date

Printed Name _____

Home Phone Number _____

Cell Phone Number _____

Please return this completed document along with a copy of your valid driver's license and current auto insurance to the school office.