

St. Albans Country Day School  
**PARENT VOLUNTEER/EMPLOYEE VEHICLE USAGE FORM**  
**2020-2021**

**All parent volunteers and St. Albans school employees, while operating their own vehicles to transport students on authorized field trips, should be aware of the following:**

- 1. ST. ALBANS COUNTRY DAY SCHOOL DOES NOT PROVIDE COLLISION, COMPREHENSIVE, OR MEDICAL INSURANCE COVERAGE FOR PARENT VOLUNTEERS/EMPLOYEES DRIVING THEIR OWN VEHICLES.**
2. It is the responsibility of the owner/driver of the vehicle to provide the minimum state vehicle coverage (see below) when operating their own vehicle to transport students.
3. All travel by private vehicle requires prior approval of the Head of School.
4. Volunteer/employee drivers must be 21 years of age or older.
5. Only hands-free cell phone use is allowed during transportation of students.
- 6. Volunteers/employees must not transport more than nine (9) occupants per vehicle, including the driver, or carry more persons than the vehicle is intended to transport.**
7. Each occupant must have their own seat belt, as required under the California Vehicle Code. No sharing of seat belts is allowed.
8. As designated by law, students must use a booster seat in the back seat until they reach 8 years of age or they are 4'9" or taller.
9. Students are not to be transported in open bed pick up trucks or trailers.

**DRIVER INFORMATION:**

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_ Driver's License # \_\_\_\_\_

Vehicle License # \_\_\_\_\_ Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Registered Owner \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Policy # \_\_\_\_\_ Exp. Date \_\_\_\_\_

I certify that the following minimum insurance requirements are met.

	<u>Minimum Required</u>
Bodily Injury	\$100,000/300,000
Property Damage	\$100,000
Medical (for passengers)	\$ -0-
Uninsured Motorist	\$100,000/300,000

- **I certify that the vehicle is equipped with seat belts for all occupants.**
- **I certify that passengers under age 8 or those that are not 4'9" tall are using the appropriate car seat or booster seat.**
- **I certify that the vehicle is regularly maintained and kept in good mechanical operating condition.**
- **I certify that I am 21 years of age or older.**
- **I certify that I have a valid California Driver's License and that there are no restrictions preventing me from transporting students in my vehicle.**

Volunteer/Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

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**These forms are required to be filled out every year.**

**All parent volunteers and St. Albans school employees, while operating their own vehicles to transport students on authorized field trips, should also know the office must have a copy of the *Vehicle Usage Form* along with the following:**

1. A photo copy of your current insurance card that you carry in your car.
2. A copy of your DMV driving record.

**HOW TO GET YOUR DMV DRIVING RECORD**

The office must have a copy of your driving record from the DMV for all parents who will drive students on field trips this year. Here is the URL to request a copy of your driving record:

<http://www.dmv.ca.gov/online/dr/welcome.htm>. You have to “register” first but it only takes a few minutes and costs \$2. You will need your driver’s license handy because it requires some information from it. You just print the copy from your computer and turn it into the office. No waiting in long lines at the DMV office!

**Live Scan** completed, if not done before, for any parent volunteering or attending parties on campus. This is something you do for the school one time and will not have to do again. You will need to take the form to a local Live Scan authorized place (please look on line for a place closest to you) to have this done. Please contact Mrs. Susan Irish if you are not sure this has been completed. [susani@stalbans.org](mailto:susani@stalbans.org)

Thank you.