

**PROCEDURES FOR VOLUNTEER DRIVERS
WHEN TRANSPORTING STUDENTS
IN PRIVATELY-OWNED VEHICLES
ON SCHOOL-SPONSORED TRIPS**

1. All private vehicles used for field trips shall have seat belts for each passenger.
2. All children are required to have seat belts firmly fastened.
3. No vehicle shall have more than the legal number of occupants. Station wagons or vans may take no more than seven, even if they are three-seat models.
4. All drivers shall be properly licensed and insured.
5. When arriving at a destination, all students will remain safely in the car until a signal from the teacher in charge indicates children may leave the vehicle.
6. All drivers will observe all laws and safety rules and will complete and sign a volunteer driver form.

**VOLUNTEER DRIVER TRANSPORTING STUDENTS
IN PRIVATELY-OWNED VEHICLES
ON SCHOOL-SPONSORED TRIP**

Name of driver _____

Teacher's Name _____ School _____

I hereby offer to provide for the transportation of students of the Coffee County School System for a school-sponsored field trip. In making this offer, I understand the following:

1. In the event of a vehicular accident, coverage is provided by the volunteer driver's own automobile insurance.
2. I certify that I have automobile insurance coverage with the carrier named below in the following minimum amounts:

Bodily Injury	\$20,000/\$40,000
Property Damage	\$10,000

I further certify that my vehicle is in safe operating conditions, I hold a valid Alabama driver's license to operate this vehicle, and I am 21 years of age or older.

Make and model of vehicle used _____

Name of vehicle's owner _____

Owner's phone number _____

Driver's insurance carrier _____

Driver's license number _____

License expiration date _____

I have read and understand the system's regulations and have attached to this form a copy of the declaration page of my insurance showing the above minimum amounts of insurance coverage and expirations date of my insurance.

Signature of Driver

NOTE: It is the principal's responsibility to ensure this form is completed and on file prior to the trip being taken.