

# Volunteer Driver Application Form

## Liberty Christian Academy

The purpose of this form is to reduce the liability of LCA and volunteers by being proactive in our selection of parent drivers. If interested, return this form - **ALONG WITH A PHOTOCOPY OF YOUR DRIVER'S LICENSE AND PAGE OF YOUR CAR INSURANCE POLICY THAT VERIFIES AMOUNT OF COVERAGE.** After you have returned this form, completed and signed, we will return a copy to you indicating approval or non-approval. A new form must be filed annually

### Section I – Volunteer Driver Information

Please print information

Name: \_\_\_\_\_ Driver License #: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ (E-mail) \_\_\_\_\_ Driver License's Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Car Model/Yr #1: \_\_\_\_\_ Car Model/Yr #2: \_\_\_\_\_

Number of working seat belts in car #1 \_\_\_\_\_ License number for car # 1: \_\_\_\_\_

Number of working seat belts in car #2 \_\_\_\_\_ License number for car # 2: \_\_\_\_\_

The school requires volunteer drivers to have a minimum amount of liability insurance. (1) \$100,000 liability per person for bodily injury; (2) \$300,000 liability per incident for bodily injury for all vehicle occupants; and (3) \$100,000 liability for property damage. Amount on this (these) cars:

**Car #1** Insurance Co: \_\_\_\_\_ Policy #: \_\_\_\_\_ (1) \$ \_\_\_\_\_ (2) \$ \_\_\_\_\_ (3) \$ \_\_\_\_\_

**Car #2** Insurance Co: \_\_\_\_\_ Policy #: \_\_\_\_\_ (1) \$ \_\_\_\_\_ (2) \$ \_\_\_\_\_ (3) \$ \_\_\_\_\_

- \_\_\_\_ Yes \_\_\_\_ No Are you licensed to drive a commercial vehicle?
- \_\_\_\_ Yes \_\_\_\_ No Have you been in an accident in the last three years? If you answered YES, please describe the accident and its cause on another sheet of paper and attach it to this form.
- \_\_\_\_ Yes \_\_\_\_ No Have you been ticketed for moving violations within the last three years? If you answered YES, please describe the infractions on another sheet of paper and attach it to this form.
- \_\_\_\_ Yes \_\_\_\_ No Have you been convicted for DWI/DUI of alcohol or drugs, or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation?  
[Note: Our school will not be able to use volunteers with a "yes" answer even if the incident took place before the person became a Christian.]

### Section II – Requirements for Volunteer Drivers

I certify that:

- I possess a valid \_\_\_\_\_ (state) driver's license. **Please attach a photocopy of your driver's license and first page of your car insurance policy that verifies amount of coverage.**
- I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members on a field trip that might affect my ability to meet the qualifications for a volunteer driver.
- I will maintain the minimum insurance coverages required by the school for volunteer vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and coverages are in force.
- I understand that in case of any type of accident, injury, or vehicle damage, the school's insurance policy does not provide primary or direct insurance on my vehicle. The school's insurance will take effect only after my personal auto insurance limits

are exhausted. (Note: This is the only coverage that most nonprofit organizations can provide because of the impossibility of their affording or even obtaining primary or direct coverage on the vehicles of volunteer drivers.)

- I will advise the school of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of license, change of insurance company, change of amounts of insurance coverage, termination of insurance, or change in vehicle.
- Students riding in my vehicle(s) will be seated and in both the front and back seat will be secured with individual working seatbelts. (No double belting of children is permitted.) As required by state law, I will have a child restraint seat for each child under age   4   or under  40  pounds and a booster seat for each child under age  8  (unless they are at least 4 feet, 9 inches tall).
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.).
- I will not deviate from the field trip destinations. I will take the students directly to the field trip destination and return the students directly to the school. I will only stop at other pre-arranged spots that have been specified in the field trip directions and approved by the administrator prior to the field trip.
- I will read and follow the Driver and Chaperone Instructions sheet for the field trip.
- I will notify school personnel if I no longer wish to drive or if I wish to be removed from the Approved Driver List.

### Section III – Declaration and Signature

I affirm that I will carefully transport students under my care, including obeying all traffic laws. The information given on this form is true and correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Your Student(s) name & grade(s): \_\_\_\_\_

\_\_\_\_\_

Family relationship to student(s): \_\_\_\_\_

### Section IV – School Administration Approval

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved for addition to the school's Approved Driver List

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# **Driver and Chaperone Instructions**

## *Liberty Christian Academy*

LCA depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate you taking the time to support your child's school and its activities. The following are guidelines that we ask our drivers and chaperones to follow:

### **General Instructions**

- A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Please be an example of a Christian role model to our students by demonstrating maturity in actions, attitudes, and dress.
- Guests or siblings may not attend a field trip. We believe it is nearly impossible for a parent of a small child to give that child the proper attention and also be able to give the necessary vigilance to supervising a group of students.
- Chaperones are responsible for the behavior of those students assigned to them, whether in private vehicles or on a group tour.
- Chaperones should remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”
- Know how many students are in your group and count, count, count, all day! Keep a roll if necessary. Be sure all are present before transitioning (especially when heading home).
- Chaperones must personally check-in with the teacher at each pre-arranged check-in time to give a full account of number of students and any medical/behavior concerns.
- You will be provided with a list of the names of the children being transported in your vehicle.
- Students are to return with the same person and vehicle that transported them for this event.
- Some children experience severe food allergies – do not buy food for any children.

### **Additional Instructions for Driver Chaperones**

- Please arrive to school at least fifteen minutes before departure time as schedules are sometimes tight.
- The teacher will have copies of the Emergency Medical Release Forms for all students.
- Seat belts must be worn at all times.
- The teacher will provide a map/directions. Please stick to the assigned route. The driver may never take students to any destination other than what was indicated as part of the field trip.
- Obedience to all traffic laws - including maintaining acceptable speed limits - is expected.
- When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips”.
- If more than three vehicles are in a caravan, the “buddy system” should be implemented. This is where two or three vehicles caravan together, eliminating a long line of vehicles, which can be a safety problem.
- Please contact the teacher or call the school right away if you experience car trouble, become lost, or if someone has been hurt or is ill.
- Children must not be left unattended in a vehicle.
- Students should not eat or drink in your car without your permission. They have been instructed to use quiet voices when talking and to keep their hands/feet to themselves. If any student does not cooperate, please inform the teacher.
- Only G-rated videos/movies are to be viewed in the vehicle while traveling to/from field trips. Radio/CD's/tapes should be in line with our Christian philosophy.