

**(SCHOOL DISTRICT)
PRIVATE VEHICLE USE FOR FIELD, CHARTER, AND ATHLETIC TRIPS**

Requirements for Transportation by Private Vehicle

In some instances it may be necessary to use volunteer drivers and private vehicles for a field trip. In such cases, the following procedures are to be observed:

1. Restrict the number of passengers assigned to each vehicle to the seat belt capacity of the vehicle. Require that all passengers are secured by seat belts.
2. Make a list of passengers assigned to each vehicle. One copy of the list goes to the driver and one copy is filed in the main or athletic office.
3. Develop a prescribed route for each vehicle to follow while on the field trip and be sure each driver is familiar with the route.
4. Be sure each driver has a copy of emergency information.
5. Advise volunteer drivers to check their insurance to be sure that they have adequate coverage for the risks involved.
6. Each driver is to complete and sign the following statement which will be kept on file in the school or athletic office.

Full Name

Date of Birth

Driver's License Number

I hereby certify in good faith that I have a valid, unrestricted driver's license, and to the best of my knowledge I currently have ____ points on my record. I believe the vehicle I am driving on this trip to be in safe operating condition. I have talked with my insurance company and I have adequate coverage for the risks involved. I authorize the (School District) to utilize the information provided for the sole purpose of obtaining a copy of my driver's record from the Michigan Department of State. I also agree to provide a copy of my current Proof of Insurance Certificate to indicate that I have the necessary coverage for the risks involved.

Signature

Date