



**VOLUNTEER DRIVER CHECKLIST**

*TRIP INFORMATION*

DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_

TRIP IS TO: \_\_\_\_\_

FROM: \_\_\_\_\_

MAXIMUM #. OF STUDENTS TO BE TRANSPORTED IN VOLUNTEER'S VEHICLE: \_\_\_\_\_

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*DRIVER SCREENING/INSURANCE REQUIREMENTS*

NAME OF DRIVER: \_\_\_\_\_

VEHICLE YEAR/MAKE/MODEL: \_\_\_\_\_ LIC #: \_\_\_\_\_

Please respond to each item with a yes or no answer.

YES/NO

\_\_\_\_\_ I am older than 21 years of age.

\_\_\_\_\_ I have a valid Washington State driver's license.

License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

\_\_\_\_\_ I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list: \_\_\_\_\_

\_\_\_\_\_ I carry minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limit of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage) and uninsured motorist coverage.

Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

\_\_\_\_\_ I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.



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VEHICLE INSPECTION

Please respond to each item with a yes or no answer.

YES/NO

- There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.
My vehicle's brakes, including the emergency brake, are in good working order.
My vehicle's tires have legal tread depth (at least 3/32").
My vehicle's brake lights, turn indicators, and headlights are in good working order.
My vehicle's windows are clear and provide an unobstructed view for the driver.
My vehicle has functioning rear view mirrors (center and left side).
My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
My vehicle has a rated capacity of ten passengers or less.
If my vehicle has dual airbags, I will not seat children under 12 or small persons in front passenger seat.
I will not transport students in a motor home, fifth-wheel trailer, cargo compartment of a van or truck bed.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips.

Signature of Volunteer Driver Date

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ADMINISTRATIVE REVIEW

- If the volunteer will drive for more than one day, the district has obtained the information to order a motor vehicle abstract (three-year comprehensive record) from the Department of Licensing.
If the volunteer will drive for more than one day and will have unsupervised student contact, the district has obtained the information to order a Washington State Patrol background information check.
All students have parental permission to ride with a volunteer driver.
All "NO" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Administrator/Designee Date