

# VOLUNTEER DRIVER FORM 2022-2023



We often need help transporting students to field trips or sporting events. Trinity parents are generous in assisting with this. If you are interested in helping to drive during the school year, please fill out this form and return it, **along with copies of your driver's license and current vehicle insurance card to the school office.** A new Driver Form must be filled out each school year. Please submit all required information at least **three days prior** to the day you plan to drive. **IF A COMPLETED FORM IS NOT ON FILE, YOU WILL NOT BE ALLOWED TO DRIVE FOR ANY SCHOOL ACTIVITY.**

## VOLUNTEER DRIVER INFORMATION:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License # \_\_\_\_\_ Expiration \_\_\_\_\_

Driver's License # \_\_\_\_\_ Expiration \_\_\_\_\_

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

Number of working seat belts in Car 1 \_\_\_\_\_ Car 2 \_\_\_\_\_

License Number for Car 1 \_\_\_\_\_ Car 2 \_\_\_\_\_

The school requires volunteer drivers to have a minimum amount of liability insurance:

1. \$100,000 liability for bodily injury per person
2. \$300,000 liability per incident for bodily injury for all vehicle occupants
3. \$50,000-\$100,000 liability for property damage

Car #1 Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

Liability Coverage Item 1 \$ \_\_\_\_\_ Item 2 \$ \_\_\_\_\_ Item 3 \$ \_\_\_\_\_

Uninsured/underinsured motorist coverage Yes \_\_\_\_\_ No \_\_\_\_\_

Car #2 Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

Liability Coverage Item 1 \$ \_\_\_\_\_ Item 2 \$ \_\_\_\_\_ Item 3 \$ \_\_\_\_\_

Uninsured/underinsured motorist coverage Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_ Yes \_\_\_\_ No Have you been in an accident in the last three years? If 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 yes, please describe the infraction(s) on another sheet of paper and attach to this form.

\_\_\_\_ Yes \_\_\_\_ No Have you been convicted for DWI/DUI for 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: If you answer yes we will not be able to use you as a volunteer driver.

## REQUIREMENTS FOR VOLUNTEER DRIVERS:

I hereby certify that for the 2022-2023 school year:

- I possess a valid \_\_\_\_\_(state) driver's license.
- 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 coverage required by the school for volunteer vehicles for the vehicle(s) listed in Section 1 and only volunteer to drive when such insurance policies and coverage are in force.
- I understand that in case of any type of accident, injury, or vehicle damage, that the school's liability 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 being able to afford or even obtain 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, nonrenewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance or change in vehicle.
- Students riding in my vehicle, in both the front and back seats, 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 8 and/or under 80 pounds.
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.).
- **I have read and will follow the TCS Field Trip Chaperone guidelines.**
- I will notify the school if I no longer wish to drive or if I wish to be removed from the Approved Driver List.

**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.**

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

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

## TCS FIELD TRIP CHAPERONE GUIDELINES 2022-2023



1. Chaperones are to arrive 5-10 minutes before the scheduled departure time given to them by the teacher.
2. Chaperones are to follow the dress-down attire guidelines as described in the Parent/Student Handbook, which is one of neatness and modesty.
3. Students are to leave school and return to school with the same chaperone, for safety reasons. No exceptions are to be made unless cleared by the teacher.
4. Students will be assigned to a particular car, with a parent chaperone responsible during the trip for the head count and supervision of the students in his/her car.
5. Chaperones may not leave their location until all students are accounted for and the teacher gives permission to return to school.
6. **Chaperones may not take side trips, do family or personal business en route, stop for food or deviate from the planned trip route. This is a major liability to you, the chaperone, and to the school.**
7. Children and adults shall be transported in accordance with the manufactured and rated seating capacity of each vehicle. Seat belts must be worn at all times by all volunteers, teachers and students. NO DOUBLE BUCKLING. Children under the age of 8 and/or 80 pounds or less MUST be secured in a booster seat. Children 12 years old and/or less than 100 pounds MUST sit in the back of the vehicle if the vehicle has passenger side air bags.
8. Chaperones are to call school at 815-577-9310 **immediately** if they have car trouble, are involved in an accident, become lost, or a student becomes ill or is hurt.
9. Chaperones must always escort, not send, a child to a public restroom. If enough adults are not available, and adult is to stay within a reasonable distance outside the door, carefully watching for the student's safe return. If a child has a prolonged stay in the restroom, the adult should investigate immediately.
10. Students will use the buddy system on field trips. This includes all restroom breaks.
11. Teachers will not be assigned to a specific group of students, in order for the teacher to be available and responsible for any discipline problems that may come up during the field trip.
12. If a chaperone returns to school before the teacher, he/she is to stay with the students until the teacher arrives.
13. Since the students are the primary responsibility of the chaperones, younger siblings must remain at home.
14. There shall be no smoking at any time during a field trip, or while transporting students to school sports events.
15. In order to allow chaperones to give students their full attention while driving, we ask that any music played be only Christian music and volume kept to a minimum. No movies please.
16. Chaperones should refrain from using cell phones while driving students. Please use your cell phone for emergencies only.

**Please take your role as a chaperone seriously. Thank you!**