



VOLUNTEER DRIVER FORM 2016-2017

St. Mary School

30 Lyndon Avenue, Los Gatos, CA

Please return to office no later than August 18th, the first day of school. **One form per family must be on file in office.**



"Field trips of educational or cultural value shall be authorized in advance by the school principal. A field trip must be planned and carried out as an extension of, or supplement to, the instructional program. The educational value of the trip must justify the time, distance, and expense involved."
~ From the Diocese of San Jose Administrative Handbook, Section 6226

From the Diocese of San Jose Administrative Handbook, Section 6226.6 FIELD TRIPS | Use of Private Vehicles:

"The principal shall establish criteria to ascertain that students will be transported safely, (e.g., in closed vehicles, with a safe passenger load and with a seatbelt for each student, in appropriate child safety seats) which follow California safety laws. No other stops are permissible on field trip." I understand:

- **A COPY of driver's valid state drivers license AND proof of adequate insurance must be on file in the school office prior to driving on any field trip. They will be collected by the sponsoring teacher prior to the scheduled field trip, and immediately shredded upon return from field trip.**
- **Driver must be fingerprint cleared, and have completed the Shield the Vulnerable "Protect Children" online session, and a copy of completion certificate must be on record in the school office.**
- A child under the age of 10 may not be seated in the front seat of a car with a passenger side air bag.
- All students under the age of eight must be secured in a car seat or booster seat in the back seat.
- Children under age of eight but 4'9" or taller may be secured by a safety belt in the back seat.
- No more than eight (8) passengers are permitted in any vehicle.
- Each passenger must wear a seat belt.
- Do not provide treats for children in your car as this causes a problem with students in other cars.
- As chaperones/drivers are responsible for children in their charge, younger children **may not** be taken on field trips.
- Field trip drivers must be at least 25 years old.

DRIVER INFORMATION

Last Name		First Name	Middle Name	
Street Address / Apt. or Unit #		City	State	Zip
Home Phone: _____		Cell Phone: _____		
Driver's License Number _____		Expiration Date _____		

INSURANCE INFORMATION

Description of vehicle (color, make, year) _____ Car License # _____

Name of Auto Insurance Company _____ Policy # _____

Amount of liability (bodily injury) insurance _____ # of seat belts _____

I, the undersigned, as a volunteer driver, understand that by using my automobile for transporting students on field trips, I am exposing myself to liability for injury to passengers in my car and for potential property damage. I understand that there is a possibility of an accident occurring, and in the event of injury to any of the occupants of my car, I understand that I, and/or my insurance company may be liable. I understand that St. Mary School and the Diocese of San Jose do not provide insurance coverage for volunteer drivers either in place of, or supplementary to, my personal automobile liability insurance nor coverage for any physical damage that could occur to my vehicle.

Student Name _____ Grade _____ Student Name _____ Grade _____

Student Name _____ Grade _____ Student Name _____ Grade _____

I have read and understand the statement above, and declare that the information I have provided is true to the best of my knowledge.

Family Name (Print): _____ Volunteer Driver Signature _____ Date _____

Our Family will not be driving on any St. Mary School Field Trips this 2016-2017 school year.