

# Field Trips

Requirements for field trip drivers:

**Drivers** (including teachers) must have on file with the office:

1. Field Trip Driver Form
2. Driver's License photocopy
3. Insurance policy page showing expiration date and liability limits
4. DMV driving record

**Drivers** must submit a new set at the beginning of each school year.

**Drivers** must have car seats and boosters as needed according to current law.

# GOOD SHEPHERD LUTHERAN SCHOOL

## EMPLOYEE/VOLUNTEER PERSONAL AUTOMOBILE USE PERMISSION

This form must be completely filled out; otherwise, approval will be denied.

NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

YEAR, MAKE, AND MODEL OF AUTOMOBILE \_\_\_\_\_

VEHICLE LICENSE NUMBER \_\_\_\_\_

INSURANCE CARRIER/AGENT \_\_\_\_\_

AGENT'S PHONE \_\_\_\_\_ LIABILITY LIMITS \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

DRIVING RESTRICTIONS \_\_\_\_\_

### REQUIRED DOCUMENTATION (please attach)

1. Photocopy of your driver's license
2. First page of your insurance policy showing liability limits and expiration
3. Copy of your DMV driving record.

I certify the above information is correct and the insurance coverage is in force. I understand I must have liability insurance coverage in force and agree to advise the school, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

\_\_\_\_\_  
Signature of the owner of vehicle

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of driver

\_\_\_\_\_  
Date

Note: If you drive your personal automobile while on school business and you are involved in an accident, by law your liability insurance policy is used first. The school liability policy would be used only after your policy limits have been exceeded. The school does not cover, nor is it responsible for comprehensive and collision coverage to your vehicle.

I have read the above and approve the use of this vehicle for the purpose stated.

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Date

(Original in Auto Use file)