



Episcopal Day School  
*Educational Field Trip Driver Form*  
2018-2019

*ALL DRIVERS MUST BE AT LEAST 21 YEARS OF AGE AND HAVE A VALID DRIVER'S LICENSE, VEHICLE REGISTRATION AND VEHICLE INSURANCE.*

---

Thank you for volunteering to assist in transporting EDS students on school-sponsored field trips during the 2017-2018 school year. Prior to using private automobiles for school-sponsored events, drivers must complete, sign and have this form on file in the school office. This form must be completed at least once during each school year and whenever information on the form changes. List the names of all children in your family who attend EDS.

Student Name(s) \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Name(s) \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Name(s) \_\_\_\_\_ Teacher: \_\_\_\_\_

—

*A CLEAR COPY OF DRIVER'S LICENSE MUST ACCOMPANY THIS FORM IN ORDER TO PROCESS.*

*Please print clearly.*

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

State License Issue By: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

**A CURRENT COPY OF CERIFICATION OF INSURANCE /VERIFICATION OF COVERAGE FROM INSURANCE PROVIDER MUST BE ATTACHED TO THIS FORM.**

*You must have the minimum coverage of \$100,000/\$300,000.*

## **CERTIFICATION and PERMISSION**

I certify that the above information is correct and the insurance coverage is continuous and valid. I agree to advise the school in writing of any changes in the above information. I understand that my insurance is primary in the case of damage and that the school accepts no responsibility for damage or loss to my vehicle. All students being transported for any Episcopal Day School function must be seat-belted. Students under the age of four or who weigh less than 40 pounds must be seated in the back seat in a booster seat or separate child restraint device. Parents are required to provide appropriate booster seats on scheduled field trips for their own children. No student under twelve years of age or 80 lbs. may-ride in the front seat of a volunteer's automobile. Students may not be transported for a field trip in a convertible automobile or any other open vehicles.

I attest that to the best of my knowledge, the vehicle is in a safe operating condition with regard to lights, horn, turn signals, brakes, tires and suspension. I have no physical limitations that would adversely affect my ability to drive safely. I will not use a cell phone while driving children. I am not taking any medication that would adversely affect my ability to drive safely. I have no prior convictions for driving under the influence, nor will I consume any alcoholic beverages or other drugs while on a school-sponsored trip or excursion.

I understand that when providing transportation to students, I am acting as a chaperone, and will conduct myself accordingly with respect to the following expectations and guidelines of Episcopal Day School:

- Consider yourself as another teacher in supervising your child and others in your care during the trip.
- Keep all students seated and belted in your car while driving.
- Upon arrival at the field trip location and on return to school, keep students with you until the teacher is in sight or has given other instructions.
- Stay with your assigned group during the trip unless the teacher directs you to do otherwise.
- All field trips and class parties are school-sanctioned events and only EDS students may attend.
- Parents who are chaperoning a field trip may not bring younger siblings.
- Cell phone usage is not allowed while driving or supervising students, except in the case of an emergency.

Print Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please provide the following:***

- 1.) SIGNED FORM
- 2.) COPY OF DRIVER'S LICENSE
- 3.) COPY CERTIFICATE OF INSURANCE COVERAGE