

SAMPLE OF INSTRUCTIONS THAT WILL BE ATTACHED TO
SCHOOL DRIVER CERTIFICATION FORM

WRIGHT ELEMENTARY SCHOOL DISTRICT
DRIVER INSTRUCTIONS
2018-19

Thank you for volunteering to use your vehicle to transport students on our school field trip, or other school sponsored activity.

Be sure that you have completed the **School Driver Certification Form** and that your form has been approved by the district. **ATTACH COPY OF YOUR DRIVER'S LICENSE AND INSURANCE FORM SHOWING LIABILITY COVERAGE OF \$300,000.**

As a reminder, your insurance coverage shall bear the primary responsibility for any losses or claims for damages resulting from any accident involving your vehicle.

When using your vehicle to transport students on field trips or other school activity trips, please:

1. Be sure that you have a valid driver's license and current liability insurance at or above **\$300,000 for each occurrence.**
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not exceed ten. Motor trucks may not transport more persons than can safely sit in the passenger compartment.
4. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.
5. Occupants shall wear safety belts in accordance with law. Supervising staff and drivers shall ensure that a child passenger restraint system (child car seat or booster seat) meeting federal safety standards.
6. Abide by all safe-driving regulations, and all vehicle code provisions.
7. Allow ample time to safely maintain the planned trip schedule.

In case of emergency, keep all the children together and call 911 at the Wright District Office, 542-0550.