

**WRIGHT ELEMENTARY SCHOOL  
DISTRICT DRIVER INSTRUCTIONS**

**Sports Related Volunteer Drivers**

**Sport** \_\_\_\_\_ **Teacher Sponsor** \_\_\_\_\_

**Season Dates** \_\_\_\_\_

Thank you for volunteering to use your vehicle to transport students for our 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. If your license or insurance expires during the sports season, please be sure to provide an updated copy to the school office.
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 who is under age 6 or under 60 pounds is properly secured in an appropriate 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.
8. *In case of emergency, keep all the children together and call 911 and the Wright District Office, 542 0550.*

**Parent Driver Checklist:**

- Proof of Current Insurance attached  
*Must have clearly identified liability limits*
- Liability limit at least \$300,000
- Copy of Current Driver's License
- Signed by driver