



WESTMINSTER  
CHRISTIAN ACADEMY

## Volunteer Driver/Chaperone Application Form 2018-2019

Complete this form if you wish to chaperone and/or drive for any Westminster field trip or sporting event. *(Non-driving chaperones should complete this form so that if while on a trip the need arises for a change of drivers, all accompanying adults will have been approved.)*

A new application form must be completed each year and submitted with a copy of your current driver's license and current vehicle insurance card. *(Volunteer drivers are required to have liability insurance.)*

Completed applications must be submitted to the school office **NO LATER THAN** Friday, August 31<sup>st</sup>, 2018

### SECTION I - VOLUNTEER DRIVER INFORMATION

Name: \_\_\_\_\_ Driver's License Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

\_\_\_ Yes \_\_\_ No Have you been in an accident in the last three years? *If you answered YES, please describe the accident and its cause on another sheet of paper and attach it to this form.*

### SECTION II - REQUIREMENTS FOR VOLUNTEER DRIVERS

\_\_\_ Yes \_\_\_ No Have you been ticketed for moving violations within the last three years? *If you answered YES, please describe the infractions on another sheet of paper and attach it to this form.*

\_\_\_ Yes \_\_\_ No Have you been convicted for DWI/DUI of alcohol or drugs, or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or drinking while under suspension or revocation? *If you answered YES, please describe the time frame and the circumstances of the infractions on another sheet of paper and attach it to this form.*

\_\_\_ Yes \_\_\_ No Are you licensed to drive a commercial vehicle (such as a school bus)?

I certify that for the 2018-2019 school year:

- I possess a valid Georgia driver's license. PLEASE ATTACH A COPY OF YOUR LICENSE AND CURRENT VEHICLE INSURANCE CARD. UPDATE THESE AS THEY ARE RENEWED THROUGHOUT THE YEAR.
- I will maintain the minimum insurance coverage required by the school for volunteer vehicles and only volunteer to drive when such insurance policies and coverage are in force.
- I understand that in case of any type of accident, injury, or vehicle damage, the school's liability insurance policy does not provide primary or direct insurance on my vehicle. The school's insurance will take effect only after my personal auto insurance limits are exhausted. (Note: This is the only coverage that most non-profit organizations can provide because obtaining primary or direct coverage on the vehicles of volunteer drivers is cost prohibitive.)
- I will advise the school of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of

license, change of insurance company, change in amounts of insurance coverage or termination of insurance.

- All students riding in my vehicle(s) will be seated and secured with individual working seat belts. (No double belting of children is permitted.) No student under age 13 may sit in the front seat of a vehicle with an airbag. As required by state law, I will have a child restraint seat, properly installed for each child age 4 or under.
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.)

**SECTION III – RESPONSIBILITIES FOR DRIVERS/CHAPERONES**

- As a driver you are expected to obey all traffic laws, especially those governing speed limits. Documented incidences of speeding or unsafe driving will result in field trip driving / chaperoning privileges being rescinded.
- As a driver you will refrain from the use of a mobile phone while operating a vehicle. If the need arises to use a mobile phone while transporting students, please park your vehicle during phone usage.
- Students must remain in the same vehicle for the entire trip. The teacher will make vehicle assignments.
- Be prepared to stay with and supervise students under your care at all times. Refer discipline problems to the teacher.
- Chaperones may elect to allow students to listen to personal stereos, handheld electronics and game devices while on trips. Chaperones who do this should be aware that music or games gratifying violence, irreverence, or sexually explicit material are not acceptable at all. Chaperones are expected to censor listening or game materials if necessary.
- Remember to exercise authority and proper guidance over the children you transport.
- Monitor conversations for appropriateness and redirect if necessary.
- Please call the school right away if you experience car trouble or become lost. If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call the school for instructions.

**SECTION IV – DECLARATION AND SIGNATURE**

I have read this application form and will abide by the Requirements and Responsibilities as stated herein. I affirm that I will carefully transport students under my care, including obeying all traffic laws. I will notify the school personnel if I wish to be removed from the Approved Driver/Chaperone List. The information given on this form is true and correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a copy of your license and current vehicle insurance card as well as an explanation for any “yes” answers to the questions on the front of this form. It is your responsibility to update these items as they change throughout the year.

Completed applications must be submitted to the school office NO LATER THAN Friday, August 31<sup>st</sup>, 2018

**SECTION V - WCA ADMINISTRATION APPROVAL**

\_\_\_\_\_ Approval \_\_\_\_\_ Disapproval for addition to the school’s Approved Driver / Chaperone List.

Administrator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_