

CHARLEVOIX PUBLIC SCHOOLS
VOLUNTEER DRIVER INFORMATION SHEET
(Drivers must be 21 years of age or older)
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DRIVER INFORMATION:

Name: _____ Date of Birth: _____

Address: _____ Phone: () _____

_____ staff _____ coach _____ volunteer

Have you been issued a citation for a moving violation in the last five years?

Yes
 No

If yes, please give dates and explain:

Have you been involved in a traffic accident in the last five years?

Yes
 No

If yes, please give dates and explain:

Do you have any medical condition or physical disability that may impair your ability to drive safely?

Yes
 No

If yes, please give dates and explain:

VEHICLE TO BE USED INFORMATION:

Name of Owner: _____ License Plate Number: _____

Address of Owner: _____ Year/make/model: _____

Registration expiration date: _____

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INSURANCE INFORMATION:

When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.

Insurance Company: _____ Address: _____

Expiration date: _____

Liability limits of policy* _____ Policy Number _____

* Please note: the minimal, acceptable liability limit for privately owned vehicles is \$100,000 / \$300,000.

CERTIFICATION:

I authorize the Charlevoix Public Schools to access my driving record through the Michigan Department of State Bureau of Driver and Vehicle Records. The district will only disclose any information obtained from the Michigan Department of State Bureau of Driver and Vehicle Records on a need to know basis.

I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid driver's license, have the required insurance coverage in effect on any vehicle used to transport students. I certify that the information given on this form is true and correct to the best of my knowledge.

Driver's License Number: _____

Driver signature

Date

CPS GUILD FOR VOLUNTEER DRIVERS

Volunteer drivers include administration, teachers, coaches and parents. Anyone driving students to a school activity in a school owned vehicle, or personal vehicle.

Volunteer drivers must be at least 21 years of age.

Volunteer drivers must fill out the **Volunteer Driver Information Sheet** and have it turned into the Transportation Supervisor **24 hours in advance** to drive to an activity.

Parent volunteers will only be on the list for a year. For that reason, they will need to fill out a form each year. [Perhaps at the beginning of a seasons parent's meeting would be a good time to catch parents that may drive]

Staff will be kept on the list and checked on occasion. If an issue arises and a staff member is in question as to if they are eligible to drive students, contact the Transportation Supervisor, or just don't drive.

Volunteer driver will not smoke in vehicle.

Volunteer drivers will not consume alcohol or drugs that might impair judgment.

Volunteer drivers will follow all traffic laws and drive to weather conditions.

Non-staff volunteer drivers will also need to fill out the Rayderaid Volunteer Form and send it to Central office for approval.