



BUSINESS OFFICE
181 Encinal Avenue
Atherton, Ca 94027
650 321-7140
650 328-1275 fax

Dear Volunteer Driver,

Thank you for volunteering to provide field trip transportation. The District's insurance does not extend to provide coverage for non-District automobiles. Each volunteer driver must carry a minimum of \$100,000 combined single-limit coverage.

Each volunteers' drivers license will be checked through DMV. In order to protect the safety of our children, we are requesting that you pay particular attention to the following points:

1. All privately owned vehicles used for transporting children must be in a safe and operable condition.
2. Vehicles should not be overloaded.
3. All drivers must have a valid California driver's license and be at least eighteen years old.
4. Only the principal of the school may authorize the transport of children in privately owned vehicles.
5. There must be a seat belt for each passenger. Front seats with air bags cannot be included in the count of available seats. Students should not sit in those seats.
6. Verification of insurance coverage is required.
7. All drivers must be cleared by the Business Office before driving. (Allow at least two weeks processing for new applications.)

Please do not detach.

The undersigned acknowledges receipt of the field trip information, outlining regulations and recommendations for the use of privately owned vehicles. **Please fill out completely.**

Name of Driver _____

CA Driver's License No. _____

CDL Expiration Date _____

Make of Car _____

License Number _____

Insurance Carrier _____

Policy Number _____

Policy Expiration Date _____

Number of Possible Passengers _____

Signature

Date Signed

Phone

Please return the completed form with the following:

1. Photocopy of your **California Driver's License and Renewal**, if applicable.
2. Photocopy of the binder page of your insurance policy showing expiration date and coverages. (The card kept in automobile is NOT acceptable.) NOTE: State Farm & Allstate Insurance companies do not include expiration date unless you specifically tell them to do so.
3. After November 1, you must supply a copy of your DMV Driving Record. District will no longer write to Sacramento after that date.

Menlo Park City School District Volunteer Driver Information Sheet

Menlo Park City School district has several requirements for parents who wish to drive students on field trips. These are listed on the Volunteer Driver Form that must be completed and turned into the school office. Below are more details of those requirements and some important points to remember.

All paperwork and DMV records must be turned in prior to driving on the first field trip. No one will be allowed to drive without proper clearance.

What is required?

- A completed Parent Driver Form (Available at school offices).
- Proper Liability insurance coverage.
- A photocopy of California's driver's license.
- Continued copies of license and insurance renewals as they occur.

Important Points

- Register at only one school office. Eligibility is for all four schools.
- Remain current. Once you have registered, you remain registered as long as you turn in copies of license and insurance renewals as they occur. This is true from year to year.
- A current list of eligible drivers is available at all school offices.

Driver's License & Record

- Photocopy of current drivers License and extension if applicable.
- Copy of Driving record from the DMV.
- Until Nov. 1, the Business Office will send to Sacramento for DMV clearance.
- After Nov 1, drivers may obtain a copy of their record at any DMV (the charge by DMV is not refundable.)

Insurance Coverage

- Copy of page showing name, expiration date, and actual coverage.
- Minimum coverage is found under section called "Bodily Injury Liability". Amounts must be at least \$100,000 per occurrence and \$50,000 per person.
- Card kept in Auto is not acceptable, as it does not show coverage.

REMEMBER: You only need to register at ONE school. Your registration will be in effect at all four schools. Please allow for District processing prior to field trip (at least two weeks for new applications).

REGISTER EARLY: After November 1, all volunteer drivers will be responsible for obtaining their own DMV reports. All drivers must be cleared by the Menlo Park Business Office before driving on a field trip. An approved Driver's List is kept at each school office.

We would like to thank EVERYONE who has volunteered to drive on field trips. Due to the increasing cost of transportation for our students, without your help, some of these field trips would simply not be possible.