

Missoula County Public Schools, District No. 1

Volunteer/Employee Driver Instruction Form

Volunteer/employee drivers using their vehicles to transport students on field trips or other school-sponsored and district-approved field/activity trips must comply with the following requirements:

1. A valid Montana driver's license.
2. The following minimum insurance coverage amounts if private vehicles are used: \$300,000 bodily injury liability per person and \$300,000 per accident, and \$300,000 property damage.
3. A minimum age of 21 years to transport students.
4. Completion of the appropriate Volunteer/Employee Driver Vehicle Usage Form and submittal to the principal prior to the field trip. The principal is the approving authority.
5. Completion of a new Volunteer/Employee Driver Vehicle Usage Form upon expiration of the driver's vehicle insurance policy.
6. Compliance with the law requiring each passenger, including the driver, to use a seat belt. There is to be no sharing of seat belts.
7. Carrying only the number of passengers for which your vehicle is designed, not to exceed more than a total of six passengers, including the driver. Trucks or pickups may carry only as many as can safely sit in the passenger compartment. No passengers shall be carried in the bed of the truck.
8. It is recommended that a first aid kit and fire extinguisher be carried in the vehicle.
9. One adult should hold a currently valid American Red Cross Standard First Aid card or equivalent certification for all field trips, athletic and other off campus events.
10. Emergency information for each occupant, both students and adults, must be maintained in the vehicle. Student emergency information is provided on the emergency portion of the Field Trip Permission Form.
11. Report accidents/injuries to the school as soon as possible.

Questions may be referred to the Business Office at (406) 728-2400, ext. 3020.

Thank you for volunteering your services to benefit our students. Have a safe and fun trip.

Missoula County Public Schools, District No. 1

Volunteer/Employee Driver Vehicle Use Form

Please check one: Volunteer _____ Employee _____

Please complete this form and submit it to the school principal.

Driver and Insurance Information:

Name: _____ Date of Birth: _____

Address: _____

City/State/ZIP: _____ Home Phone: _____ Work Phone: _____

Driver's License No.: _____ Class: _____ Expiration Date: _____

Number of moving violations received in the past 3 years: _____ Explain: _____
(continue on back of form if necessary)

Number of accidents in the past 3 years: _____ Explain: _____
(continue on back of form if necessary)

Insurance Company: _____ Telephone No.: _____

Policy No.: _____ Expiration Date: _____

Driver's Statement:

I certify the vehicle is equipped with seat belts for all occupants.

I certify the vehicle is regularly maintained and kept in good mechanical condition.

I certify that I have not received a citation for DUI, DWI, OWI, OUI, refusing substance tests, reckless driving, manslaughter, hit and run, eluding a police officer, any felony, drag racing, license suspension or driving while license suspended in the last 36 months.

I consent to the school district checking my Motor Vehicle Record (MVR) with the Department of Motor Vehicles (DMV).

I certify I am 21 years of age or older.

I certify I have a valid Montana driver's license and there are no restrictions preventing me from transporting students in my vehicle.

I certify the following minimum Missoula County Public Schools District vehicle insurance requirements are met:

Bodily Injury Liability per person	\$300,000
Bodily Injury Liability per accident	\$300,000
Property Damage	\$300,000

Volunteer/Employee's Signature

Date

School Principal

Date

School Name

Original form is to be submitted to the Business Office. A copy should be maintained at the school.