

## Volunteer Driver Instructions

Any Volunteer Parent Drivers...you must complete the Volunteer Driver form and attach a copy of your driver's license and your full declarations page. You also must complete the School Access Form.

To complete the School Access Form...go to the St. John's County school website and go to "Community" on the top menu. Then go to "Volunteer in our Schools" on the left side. The School Access Form will pop up and on that page on the right side there is a picture and above it says "Complete the School Access Form." Click on the picture and the form opens up.

Bring the completed forms to the Nease Front Office. Thank you!!

## DRIVERS OF VOLUNTEER VEHICLES

School: \_\_\_\_\_ Function: \_\_\_\_\_

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

Re: Volunteers Transporting St. Johns County School District Students

Dear \_\_\_\_\_

We appreciate your help and cooperation in transporting our students. Since you have offered your services it is only fair that we, the school, and the School Board ensure that you are aware of the situation in which parents, teachers and volunteers place themselves when they transport pupils in private vehicles.

Employees, parents, and chaperones driving their own vehicles on school-related activities should be aware that they assume personal financial liability if an accident should occur. All vehicle owners are responsible for loss and accidental damage to their automobiles.

All students must wear seat belts "in a properly adjusted securely fastened manner." There must be a seat belt for each pupil transported. Each volunteer driver must provide a copy of their insurance coverage and driver's license. This information is forwarded to Risk Management and kept on file with the school principal. The information is kept confidential.

While using or operating a motor vehicle with the approval or authority of the school district on a school function, you are **not** covered for third party liability damages in excess of your required coverage. Please understand it is your personal insurance providing coverage for liability and injury. Therefore, it is essential your insurance policy provides a minimum of \$100,000 per person, \$300,000 per occurrence for bodily injury, and \$50,000 property damage.

You should have the names, addresses and phone numbers of all passengers. Your vehicle should be in good repair. You should know the routes, schedules, and details of all activities. The number of students transported will be limited by the specified capacity limits of your vehicle and the corresponding seat belts provided.

Thank you for your valuable assistance and extra effort you put into our schools' activities.

Sincerely,

Principal

*Printed Name of Volunteer Driver:* \_\_\_\_\_ *KNT ID#* \_\_\_\_\_

*Signature of Volunteer Driver:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Board Approved 8.12.14 (Revised October 2015)