



Parent Volunteer Drivers

Our insurance carrier requires pre-screening and approval of all parents who volunteer to drive San Domenico students to and from school sponsored field trips and events in their personal vehicles. As mandated, all volunteer drivers must be a minimum of twenty-five years old and have a current California Driver's License. The Driver's Privacy Protection waiver must also be completed.

Parents who were approved in a previous school year need only to provide a copy of their current registration and insurance declarations page (if you are not sure that you have been approved, please contact the Transportation Coordinator at the Business Office). If a parent has not completed forms and plans to drive for an upcoming field trip, all documentation must be submitted no later than fourteen (14) business days before the event.

Each parent volunteer must submit a Parent Driver Information sheet and provide a copy of his/her driver's license, the vehicle's registration, and a copy of the insurance declarations page which shows coverage (see #4 Authorization Procedures).

Parents who fail to meet the standards for insurability will not be allowed to serve as volunteer drivers. The Transportation Coordinator will notify applicants of approval or denial upon receipt of information from the insurance carrier. All MVR information is held in strict confidence.

Please return the following three (3) completed forms to the Business Office, Attn: Transportation or they can be faxed to (415) 258-1972.

Driver Information

Name of Driver: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Make of Car: _____ Vehicle License#: _____

Number of seatbelts in vehicle: _____

Insurance Carrier: _____ Policy Number: _____

Policy Expiration Date: _____

Driver's License Number/State: _____ Expiration Date: _____

Will this be the only vehicle used to transport students? _____



**PARENT/VOLUNTEER AUTHORIZATION PROCEDURES
FOR USE OF PRIVATELY OWNED VEHICLES**

To protect the safety of our students, parents and other volunteer drivers who transport students in their own vehicles must comply with the following requirements.

1. All privately owned vehicles used for transporting children and staff must be in a safe and operable condition.
2. All drivers must submit a copy of their valid California driver's license, be at least twenty-five years old, have an approved Motor Vehicle Report, and be authorized by San Domenico School's insurance carrier.
3. There must be a seat belt for each passenger.
4. Verification of insurance coverage is required:
 - Required \$100,000/\$300,000 Liability coverage and \$100,000 Property Damage must be carried;
 - Photocopy of Declarations Page of your insurance policy showing insurance company, policy period, and limits must be given to the San Domenico Business Office.

5. Complete the attached forms, sign them and attach

_____ copy of your driver's license

_____ copy of the vehicle registration

_____ copy of Declarations page of insurance policy

6. Please sign below acknowledging that you have read the Policies and Procedures and complied with the above authorization procedures.

Signature

Date



San Domenico School

**DRIVERS' PRIVACY PROTECTION ACT
VOLUNTEER/PARENT DRIVER**

Date _____

Business Office
San Domenico School

Dear San Domenico School:

I am aware that consumer and motor vehicle reports may be obtained as part of San Domenico School's evaluation of my acting as a volunteer and/or parent driver. The reports may be procured by San Domenico School or its insurance company representative and may include personal information obtained from State motor vehicle departments, driving record, assessment of insurability for the insurance program or other consumer reports.

By signing this letter, I hereby provide my authorization for San Domenico School or its insurance company representative to procure such information and reports, as well as additional reports about me periodically as deemed appropriate, to evaluate my insurability or for other permissible purposes.

I understand that any and all Motor Vehicle Report information received by San Domenico School, its insurance carrier or its representatives will be kept confidential.

Sincerely,

Signature Applicant/Volunteer/Parent Driver

Name as it appears on Driver License

California Driver License Number

Date of Birth