

Chartered Buses, Rental Vans, and Private Automobiles *Information Sheet*

When using Chartered Bus, Rental Van or Private Automobile to transport students on a field trip, athletic trip, drama trip or club trip, the information requested in the form on page 10 must be completed and submitted to Risk Management at least 10 days prior to departure. The form on page 13 may be used with TYPE A, TYPE B, and TYPE C Field Trips.

Chartered Bus: *Only Chartered Bus Companies on the St. Johns County School District's approved Authorized Commercial Carrier List can be contracted by individual schools.* Applications for commercial carriers not on the approved list may be requested from Risk Management. (819-7554)

Private Automobiles or Rental Vans:

- a. A written list with the names of all drivers.
- b. Copies of the drivers license of each driver.
- c. Private automobiles require proof of automobile insurance with a minimum of \$100,000 per person, \$300,000 per occurrence for bodily injury, and \$50,000 property damage. Rental vans do not require liability insurance.
- d. **Please note, 12 and 15 passenger vans are not permitted for use by any St. Johns County school.**

The above information must be complete and forwarded to Risk Management before approval will be given. The principal should maintain a confidential list of all approved drivers and include the required information. A copy of the form, "Drivers of Volunteer Vehicles" (pg. 15), should be on file and should include the volunteer's signature.

All drivers, all volunteers, all chaperones must have cleared the criminal background record check conducted by RSVP.

If you are using a chartered bus, rental van or private automobile you must complete the next page, page 13, "Chartered Buses, Rental Vans and Private Automobiles District Form" and return to Risk Management 10 days prior to departure with all information requested.

Chartered Buses, Rental Vans and Private Automobiles District Form

(To be completed and returned to Risk Management by any school using a chartered bus, rental van or private automobile for Type A, Type B, and Type C Field Trips)

School:

Sponsoring Teacher or Administrator:

Destination:

Proposed Date(s):

Chartered Bus Users:

Name of the Commercial Carrier:

The Commercial Carrier is on the District's Approved Commercial Carrier List.

YES NO

(If the carrier is not on the district's approved list the field trip will be denied)

Private Automobiles and Van Users:

Names of all drivers: *Volunteer Drivers not employed by the District must receive clearance from RSVP as an approved volunteer cleared to transport students.*

Attached to this form is a copy of each person's driver's license listed above.

YES NO

Attached to this form is a copy of each driver's automobile insurance listing coverage for \$100,000 per person, \$300,000 per occurrence for bodily injury, and \$50,000 property damage.

YES NO

(If the insurance coverage does not show \$100,000, \$300,000, \$50,000 the driver will not be approved).

Volunteer drivers have read and signed the "Drivers of Volunteer Vehicles Form" found on page 15 of this handbook. The signed "Drivers of Volunteer Vehicles Form" and a copy of each driver's license are on file with the principal.

YES NO

Risk Management Approval: _____ Date: _____

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 trips 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

Signature of Volunteer Driver: _____ *Date:* _____