

St. Matthew Lutheran School, Westland MI Employee/Volunteer-Personal Automobile Use Form

Date of field trip _____ Name/address of destination: _____

Field Trips: Transportation to field trips will be arranged by the classroom teacher. Parents or other adults may transport children in private vehicles, with the following stipulations:

- ❖ Driver must be at least 21 years of age.
- ❖ By signing this form, driver agrees to ensure the following:
 - A seat belt-and as required by law, an approved child car seat-will be used for every passenger.
 - Car doors will be locked whenever the vehicle is in motion.
 - You will never leave a child unattended in the vehicle.
 - You will ensure that children are loaded and unloaded from the curbside of the vehicle or in a protected parking area.
 - Unless exempted by the principal in writing, you will have no children in the vehicle other than those enrolled in the class.

DRIVER NAME _____ Cell phone _____ Birthdate _____
Phone must be with driver throughout the event

Driver's license number _____ Vehicle license plate _____
Copy of license must be provided to school office, attached to this signed form

Vehicle make, model and color _____

Insurance company _____ Auto policy expiration date _____
*Copy of insurance coverage must be provided to the school office.
Minimum liability required: \$100,000 bodily injury per person, \$300,000 per occurrence; \$100,000 property damage per occurrence. Private coverage will be primary.*

I agree to follow the prescribed route, unless the teacher approves an alternative.

I am aware that, in the event of an accident during a school-related activity, any claims will be tendered to my personal automobile insurance company and that my insurance is primary. The school does not cover, nor is responsible for, comprehensive and collision damage to my vehicle.

I certify that I have incurred no more than two speeding tickets in excess of ten miles per hour over the speed limit or other moving violations within the last three years.

I certify that I have not been convicted of: (a) driving with a suspended license, (b) hit and run driving, (c) driving while intoxicated, (d) reckless driving, or (e) negligent driving of a serious nature.

Driver signature

Date

Signature of teacher or principal

Date

Confidentiality of information gathered through this form will be kept secure by St. Matthew staff. A copy will be carried by the teacher during the field trip and a second copy will be kept in the school office during the event and for a period of 12 months following the event, at which time it will be shredded.

For office use:

Copy of drivers license

Copy of insurance coverage