

## **THE HEAD-ROYCE SCHOOL**

### **VOLUNTEER DRIVER REGISTRATION**

In an effort to ensure the safety of our students, Head-Royce School requires that all volunteer drivers complete the attached Volunteer Driver Registration Form before they are permitted to drive students on school-sponsored trips.

All drivers must be over 21 years of age, possess a valid driver's license, carry adequate insurance (see #1) and have received no more than one moving violation in the last year; or two in the last three years. Only drivers who are registered with The Head-Royce School and meet the stated requirements will be allowed to drive on school-sponsored trips.

Please read and complete the information on the attached form if you plan to drive students during this school year. Your signature indicates that you meet the requirements as stated.

Rev: 10/07

**THE HEAD-ROYCE SCHOOL  
Volunteer Driver Registration  
School Year 2010/2011**

\_\_\_\_\_  
Name of Driver

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Address (Street, City, Zip Code)

\_\_\_\_\_  
Evening Phone Number

\_\_\_\_\_  
Relationship to Head-Royce Student

\_\_\_\_\_  
Name of Child(ren)

\_\_\_\_\_  
Grade(s)

To ensure the safety of all students, when riding with volunteer drivers, all drivers must be over 21 years of age and meet the following requirements:

1. I carry liability insurance coverage with minimum limits of:
  - \$100,000 per person/\$300,000 per occurrence for bodily injury,
  - \$ 25,000 per occurrence for property damage, and
  - \$ 10,000 per person for medical payments \_\_\_\_\_ (initial)
  - \_\_\_\_\_
2. I have not received more than one citation for a moving violation in the last year, or more than two in the last three years. \_\_\_\_\_ (initial)
3. I have a valid driver's license. \_\_\_\_\_ (initial)

Please provide us with the following information:

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

**FOR THE VEHICLE(S) YOU PLAN TO USE:**

Vehicle License #1 \_\_\_\_\_

Vehicle Make, Model and Year: \_\_\_\_\_

Vehicle License #2 \_\_\_\_\_

Vehicle Make, Model, and Year: \_\_\_\_\_

No. of working seat belts/straps: #1 \_\_\_\_\_ #2 \_\_\_\_\_

**\*\*Please attach a copy of proof of insurance to this form.\*\***

\_\_\_\_\_  
Signature of Driver

**\*All drivers must be over 21 years of age and have read "Field Trip Chaperone Guidelines.". Only drivers who are registered with The Head- Royce School will be allowed to drive on field trips.**

**THANK YOU FOR VOLUNTEERING TO DRIVE**