

Student Last Name: _____ Grade(s): _____

**ROLLING HILLS COUNTRY DAY SCHOOL
PARENT DRIVER CLEARANCE FORM**

FOR PARENTS VOLUNTEERING TO DRIVE ON SELECTED FIELD TRIPS,
ACTIVITIES, AND ATHLETIC COMPETITIONS - **2017-2018 SCHOOL YEAR**

Dear Parents,

Thank you for your interest in volunteering to drive students on selected field trips, activities, and athletic competitions. For the safety of your children and in order to comply with the school's liability insurance requirements, it is necessary for all parents who plan to assist in driving to complete and return this form **IN EARLY SEPTEMBER OF EACH ACADEMIC YEAR**. If additional drivers are required for an event, parents who have not previously completed this form must submit it at least **TWO WEEKS PRIOR** to the specific activity so that the proper clearances may be obtained. **Please read the provided Parent Volunteer Driver Guidelines prior to submitting this form.**

PLEASE PRINT the following information:

Print name **exactly** as shown on Driver's License: _____

Address: _____

Name(s) and grade(s) of child(ren): _____

Driver's License number: _____ Expiration date: _____

State license was issued: _____ Date of birth: _____

What type of vehicle do you normally drive (make and model): _____

Vehicle year: _____ License plate number: _____

Is this vehicle in working and safe condition? _____

Number of seat belts available in vehicle, not including the driver seat or front passenger seat: _____

Do you carry auto insurance on this vehicle? YES _____ NO _____

Auto insurance company name: _____

Auto insurance policy number (**attach copy of insurance card**): _____

Limits of automobile liability: _____ \$100,000/\$300,000 _____ \$250,000/\$500,000 _____ Other (please specify)

I hereby authorize Rolling Hills Country Day School's insurance broker, Speare & Company of Los Angeles, California, to obtain a copy of my MVR (Motor Vehicle Record). I understand that if adverse information is received, it will be forwarded to me so that I may address the issue. I also agree to notify Rolling Hills Country Day School of any moving violations or at-fault accidents that occur after the date of this form and prior to the conclusion of this academic year. I agree to supply the School with an updated Certificate of Insurance if my automobile policy renews during this academic year.

Parent Signature

Date

Please attach a copy of your automobile insurance card.

PARENT VOLUNTEER DRIVER GUIDELINES

The guidelines listed below will be enforced when Parent Driver Clearance Forms are submitted.

Any driver **not** meeting the following criteria will **not** be eligible for the Parent Driver Program:

- Motor Vehicle Record (MVR) must not show a combination of more than two (2) points and/or one "at fault" accident with bodily injury
- Proof of Insurance must be provided with coverage limits no less than \$100,000/\$300,000
- Must be licensed for three (3) or more years

Additional enforced guidelines:

- Children are never to be "double-belted"
- Students (including the child of the driver) should never sit in the front seat
- Cellular phones are never to be used at any time while operating the vehicle (voice, text, email, etc.), even in the hands-free mode
- No smoking while driving students
- Obey all traffic laws
- Notify the school of any moving violations or at-fault accidents that occur after the date of this form

Should any of the above guidelines be broken, the School may remove you from the Parent Driver program.

Thank you.