



OLD TOWN ACADEMY

DRIVER APPLICATION FORM

The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in our selection of field trip drivers. If you are interested in helping with such needs during the school year, please fill out this form and return it to the school office along with copies of your valid **California driver's license, current auto registration, and the declaration page of your current vehicle insurance coverage**. You must be a cleared school volunteer to drive on field trips. Please remember to bring in a new copy of all required documents as they renew during the year. A New Driver Application Form must be filled out each school year. Insurance minimums are as follows:

Public Liability/Bodily Injury	\$100,000/\$300,000 per occurrence
Property Damage	\$50,000 per occurrence
Medical	\$5,000 per occurrence

Section I – Driver Information

Name: _____ Address _____

Phone: (H) _____ (W) _____ (C) _____

CA Driver's License # _____ Exp Date: _____

****Vehicle #1 (only vehicles you will be using on field trips)****

Color/Make/Model/Year: _____

License #: _____ Number of working seat belts: _____

Insurance Company: _____ Policy #: _____

Uninsured/Underinsured motorist coverage? Yes: _____ No: _____

****Vehicle #2 (only vehicles you will be using on field trips)****

Color/Make/Model/Year: _____

License #: _____ Number of working seat belts: _____

Insurance Company: _____ Policy #: _____

Uninsured/Underinsured motorist coverage? Yes: _____ No: _____

Section II – Driver History

PLEASE ANSWER ALL OF THE QUESTIONS BELOW:

_____ YES _____ NO

Have you been in an accident in the last three years?
If yes, please explain the accident and its cause below.

_____ YES _____ NO

Any moving violations in the past three years?
Please describe infractions below, if any.

_____ YES _____ NO

Have you been convicted for DWI/DUI of alcohol or drugs? If yes, please list the date of the offense(s).

_____ YES _____ NO

Have you ever had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation?

SECTION III – Requirement for Drivers

I certify that for the _____ school year:

1. I possess a valid California driver's license.
2. I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members of a field trip that might affect my ability to meet the qualifications for a driver.
3. I will maintain the minimum insurance coverage required by the school for vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and coverage is in force.
4. I understand that in case of any type of accident, injury, or vehicle damage, OTA'S liability insurance policy DOES NOT provide primary or direct insurance on my vehicle. OTA'S insurance will take effect only after my personal auto insurance liability limits are exhausted. I will advise OTA of any change in information provided on this form, including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle.
5. The number of individuals riding in my vehicle(s) will not exceed the number of passengers the vehicle is designed to carry.
6. Students will be in their own seats and secured with individual working seat belts. (No double belting of children is permitted.) I agree to follow the California State Booster Law at all times.
7. No children under the age of 12 will ride in the front passenger seat.
8. Students will not be left unattended in the vehicle.
9. I will maintain my vehicle(s) is safe operating conditions (brakes, tires, etc.).
10. I will operate my vehicle(s) in a safe manner.

11. I will read and follow the instructions for driving and chaperoning students provided by the sponsoring teacher of the field trip.
12. I will notify school personnel if I no longer wish to drive or if I wish to be removed from the Approved Driver List.

SECTION IV – Declaration and Signature

I affirm that I will carefully transport students under my care, including obeying all traffic laws. The information given on this form is true and correct to the best of my knowledge and belief.

YOU MUST SUBMIT COPIES OF YOUR CURRENT DRIVER'S LICENSE, AUTO REGISTRATION, AND INSURANCE DECLARATION PAGE WITH THIS FORM.

Signature _____

Date _____



PLEASE REMEMBER THAT YOU NEED TO FILL OUT A NEW DRIVER'S APPLICATION FORM EVERY SCHOOL YEAR! ALSO, YOU WILL NEED TO SUBMIT NEW UPDATED INFORMATION AS IT EXPIRES THROUGHOUT THE YEAR (License, Registration, and Declaration Page of Insurance).

****Please Initial to verify that you have read and understand: _____**

Volunteer Driver and Chaperone Guidelines

1. Obey all California driving laws while transporting students in a vehicle. This includes ensuring booster seats and seat belts are secured. California law requires children to ride in the back seat in a properly secured child passenger safety restraint (booster) until they are at least 8 years old. Booster seats must be secured by both a lap and shoulder belt. Children under age 12 must occupy rear seats.
2. When transporting students, do not make unauthorized stops unless there is an emergency or you have cleared it with your teacher in advance. Children must only be transported to and from the locations which have been approved and agreed to on the Field Trip Participation Permission Slip.
3. Students must be supervised at all times while at an OTA sponsored event. Chaperones must be available and mindful of safety concerns during the event and respond to students' needs. If there are any questions or concerns, contact the teacher or OTA representative in-charge.
4. I understand that as a driver or chaperone on an OTA field trip, I will be required to attend the entire event. I also understand that siblings and guests are not allowed to attend the field trip.

I have read the chaperone guidelines above and agree to adhere to them. If I do not adhere to these guidelines, it is possible that I will no longer be permitted to chaperone on future field trips.

Signature: _____

Date: _____