

ACS Volunteer Driver Questionnaire

Georgia-Cumberland Conference Office of Education

Name: _____ Are you over 21 years of age? _____
Driver's License Number: _____
State in which license is held: _____ Expiration Date: _____
Address: _____ City: _____ State: _____ Zip: _____ Do
you have a current auto insurance policy? _____ Yes _____ No

Carrier: _____ Expiration Date: _____
Limit of Liability: \$ _____
Medical/PIP Limit: \$ _____
Have you been involved in any fault accidents within the last three (3) years?

_____ Yes _____ No

If "Yes," please describe below:

Have you been cited for any moving violations within the last three (3) years?

_____ Yes _____ No

If "Yes," please describe below:

I understand that should I be involved in an accident while driving for the school, my insurance will be primary.

Further, I agree not to carry more passengers than the official rated load capacity for my vehicle. All vehicle occupants will be required to wear seat belts (no double belting allowed).

Driver's Signature: _____ Date: _____
School: _____

FOR LOCAL USE

Directions: Please have each volunteer driver used for school-related functions complete the questionnaire. **Keep the completed forms in the school files. STUDENT TRANSPORTATION POLICY GCC 1231**

Georgia-Cumberland Conference and Risk Management no longer insures or permits the usage of school, church, or privately owned 15 passenger vans to transport students.

Students may only be transported to/from school and to school functions under the following conditions:
REQUIREMENTS FOR ALL DRIVERS

1. In an effort to alert volunteer, for hire, and employee drivers of their responsibilities, as well as to screen volunteers for good driving records, the Georgia-Cumberland Conference Office of Education has developed a "Driver Questionnaire." (See www.gccsda.com education forms). ALL drivers must complete the questionnaire before being approved as a designated driver. The school has an obligation to know if a driver has a good driving record before they are allowed to drive students on school functions. The completed forms are to be kept on file. In the event of an accident that results in litigation, the school will then be able to prove that it did ask for driver information indicating the driver's safety record. Each driver must have an acceptable record of not more than two traffic citations and no-fault accidents in the last three (3) years
2. Drivers must be at least twenty-one (21) years of age, have a properly credentialed driver's license, and be in good health.
3. No vehicle is to carry more than the officially rated passenger and load capacity.
4. Written parent consent must be obtained before students can be transported.
5. All students must wear appropriate seat belts as provided by the vehicle manufacturer. Under no circumstances shall students share restraints. Violations of this policy would result in insurance refusing to pay claims.

PRIVATELY OWNED VEHICLES

6. Per school policy students may be transported using insured privately owned and properly maintained passenger vehicles when authorized by local school administration.
7. Adventist Risk Management recommends that volunteers using privately owned vehicles have at least \$100/\$300 thousand liability coverage. Schools must satisfy themselves that drivers have at least state mandated minimum automobile liability and medical payment insurance. If an accident occurs, the volunteer's insurance will be considered the primary coverage and ARM will be secondary up to \$1 million. Schools should send a letter to parents who are interested in participating in driving students to activities requesting a copy of proof of insurance and a copy of their driver's license so, at the time of the trip the paperwork is already completed and on file.

SCHOOL/CHURCH OWNED VEHICLES

8. All school/church owned vehicles must carry the appropriate insurance as required by NAD policy. Contact the conference treasury department for further details.
9. Vehicles, including a school **bus** or MFASB "**multi-function activity school bus**," rated with a total capacity of up to 15 passengers (including the driver) may be used to transport students. MFASB vehicles have the appearance of a shortened bus and are not referred to as a van. Use the chart below to reference driver license requirements for each state.