

**2019-2020**  
**VOLUNTEER PERSONAL AUTOMOBILE USE FORM**

[For Off-Site Events and Field Trips]

**Please complete one form per parent/guardian**

Thank you for volunteering your time, and your automobile, to help transport our Students to off-site events or activities. In order to protect the health and safety of our Students, St. Michael's Episcopal School (the "School") requires that anyone (employee or volunteer) using their personal automobile to transport Students to and from such activities must receive prior approval. Before we can issue such approval, certain information must be obtained before you transport our Students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

**REQUIRED INFORMATION**

|                                    |  |
|------------------------------------|--|
| Name of Driver:                    |  |
| Driver's License No. & Exp. Date:  |  |
| Vehicle(s) Year/Make/Model:        |  |
| Vehicle(s) License Plate No.:      |  |
| Insurance Carrier:                 |  |
| Policy Number and Expiration Date: |  |
|                                    |  |

**Please include a photocopy of your Driver's license.** By signing below, you hereby confirm that the vehicle(s) listed above are covered by valid liability insurance with policy limits that satisfy the minimum coverage requirements of the Commonwealth of Virginia.

**VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS**

For the safety of our Students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with Virginia law regarding proper operation of the Vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not transport Students in a Vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport Students unless I have a working seatbelt for each Student, with seatbelts to be used at all times by myself and all transported Students. The Vehicle(s) may be inspected by School representative.
3. I am over the age of 21 and will be the sole driver of the Vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized Students ride in the Vehicle.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

|                                 |                     |
|---------------------------------|---------------------|
| <b>Date Received by School:</b> | <b>Received by:</b> |
|---------------------------------|---------------------|