



**Driver's License/Vehicle Insurance
Checklist/Validation Form**

(This form is required when transporting student on field trips in person or leased vehicles.)

To Be Completed by the School:

Date: _____

Destination: _____

Purpose of the Trip: _____

Number of Students to be Transported: _____

Trip Sponsor: _____

To Be Completed by the Driver:

Driver's Name: _____

Driver's Status: Faculty/Staff Parent Other: _____

License Number & Expiration: _____

State: _____

Vehicle Manufacturer & Model: _____

Year Manufactured: _____

Vehicle Type: (check appropriate box)

- Passenger
- Car/Station Wagon
- Van/Mini-van (Must be manufactured in 1995 or later; have a FMVSS data plate affixed to door; and permanently install full-size seats for driver and all passengers.)

Note: Sports Utility Vehicles (SUVs), campers/recreational vehicles, multi-purpose vehicles (MPVs), motorcycles, and passenger vans designed to carry more than 10 people cannot be used for field trips.

Vehicle Equipment: (check all that apply)

- Factory-installed lap belts and shoulder harnesses for each seat (Mandatory)
- Air bags (Mandatory for vehicles manufactured in 1998 or later; vehicles manufactured before 1998 are not recommended for field trip use.)

Vehicle Owner: (check appropriate box)

- Privately Owned
- Leased

Insurance Information:

If Privately Owned:

Owner's Name: _____

Insurance Company: _____

Expiration of Policy: _____

Signature of Owner: _____

If leased: Attach an insurance certificate to this form indicating a minimum liability coverage of \$500,000 per accident.

To Be Completed by the Principal:

My signature below indicates that the data presented above has been verified by me, or a staff member appointed by me, and the vehicle and the driver meet the qualifications outlined in Regulation 642-1.

Signature

Date

Note: A completed copy of this form will be presented to the appropriate Level Associate Superintendent along with the Field Trip Request. When the trip has been approved, the principal will provide a copy to the driver, vehicle owner, and the teacher/staff sponsor. A copy will be filed in the school office prior to the departure of the trip.