

*Casa dei Bambini School Inc.*

650-473-9401

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**Volunteer Driver Information Sheet**

Dear Volunteer Driver,

Thank you for volunteering to provide field trip transportation. In order to protect the safety of our children, we are requesting that you pay particular attention to the following points:

1. All privately owned vehicles used for transporting children must be in a safe and operable condition.
2. Vehicles should not be overloaded.
3. All drivers must have a valid California driver's license and be at least eighteen years old.
4. Only the principal of the school may authorize the transport of children in privately owned vehicles.
5. There must be a seat belt for each passenger.
6. Drivers will not leave children unattended in the vehicle for any length of time.
7. Verification of insurance coverage is required.

Casa dei Bambini has some requirements for parents who wish to drive students on field trips. Prior to driving on the first field trip all paperwork must be completed and turned into the school office. No one will be allowed to drive without proper clearance.

- A completed Field Trip Volunteer Driver Form
- Photocopy of current California driver's license
- Photocopy of the binder page of your insurance policy showing name, expiration date and coverage. Please note the following:
  - The Title card kept in automobile is NOT acceptable as it does not show coverage
  - **State Farm & All State Insurance companies do not include expiration date unless you specifically tell them to do so.**
  - **Coverage** must be at least \$100,000 per Occurrence and \$50,000 per person.
  - Please notice that school's insurance does not extend to provide coverage for privately owned automobiles.

We would like to thank EVERYONE who has volunteered to drive on field trips, without your help, some of these field trips would simply not be possible.

If you have any question regarding this issue, please feel free to contact me at [parentcoordinator@casadeibambini.net](mailto:parentcoordinator@casadeibambini.net)

Regards,

Carmen Saura – Parent Coordinator