



# Volunteer Driver Check List

Volunteer Program Compliance Office

Today's Date: \_\_\_\_\_ School: \_\_\_\_\_

Once approved, this check list is valid for one year. Please add notes about additional trips below.

## TRIP INFORMATION

Name of trip leader: \_\_\_\_\_

Purpose of the trip: \_\_\_\_\_

Departing from: \_\_\_\_\_ Trip destination: \_\_\_\_\_

Field trip type (circle one): Day Overnight Trip date(s): \_\_\_\_\_

Maximum number of students to be transported in volunteer's vehicle: \_\_\_\_\_

## DRIVER SCREENING / INSURANCE REQUIREMENTS

Name of volunteer driver: \_\_\_\_\_

Vehicle year/Make/Model: \_\_\_\_\_ License #: \_\_\_\_\_

**Please respond to each item with a yes or no answer.**

\_\_\_\_\_ I am older than 21 years of age.

\_\_\_\_\_ I have a valid Washington State driver's license. License #: \_\_\_\_\_ Exp.Date: \_\_\_\_\_

\_\_\_\_\_ I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list: \_\_\_\_\_

\_\_\_\_\_ I carry minimum auto liability limits of \$300,000 combined single limit of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage) and uninsured/underinsured motorist coverage.

Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

\_\_\_\_\_ There is a working seat belt for the driver and age-appropriate passenger restraints for each passenger, and I enforce the use of passenger restraints by all occupants of my vehicle.

\_\_\_\_\_ *For volunteers who will drive for more than one day:* I have purchased\* and shared with the principal or their designee my motor vehicle abstract (three-year comprehensive record) from the Department of Licensing.

\_\_\_\_\_ I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

(Continued on reverse side)

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## VEHICLE INSPECTION

Please respond to each item with a yes or no answer.

- \_\_\_\_\_ There is a working seat belt for the driver and age-appropriate passenger restraints for each passenger, and I enforce the use of passenger restraints by all occupants of my vehicle.
- \_\_\_\_\_ My vehicle's brakes, including the emergency brake, are in good working order.
- \_\_\_\_\_ My vehicle's tires have legal tread depth (at least 3/32").
- \_\_\_\_\_ My vehicle's brake lights, turn indicators, and headlights are in good working order.
- \_\_\_\_\_ My vehicle's windows are clear and provide an unobstructed view for the driver.
- \_\_\_\_\_ My vehicle has functioning rear view mirrors (center and left side).
- \_\_\_\_\_ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- \_\_\_\_\_ My vehicle has a rated capacity of ten passengers or less.
- \_\_\_\_\_ If my vehicle has dual airbags, I will not seat children under 13 or small persons in front passenger seat.
- \_\_\_\_\_ I will not transport students in a motor home, fifth-wheel trailer, cargo compartment of a van or truck bed.

The information contained on both pages of this form is true and accurate to the best of my knowledge.

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

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

\* Motor vehicle abstracts can be purchased at <https://fortress.wa.gov/dol/dsdiadr> for \$13 (select record type "volunteer"). This cost may be reimbursable from the field trip budget. Share your printed or email version of the abstracts with the principal or their designee.

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## ADMINISTRATIVE REVIEW

- \_\_\_\_\_ If applicable, volunteer also completed the Overnight/International Chaperone Check List.
- \_\_\_\_\_ If volunteer will drive for more than one day, they have provided the district with their motor vehicle abstract from Department of Licensing.
- \_\_\_\_\_ All students have parental permission to ride with a volunteer driver.
- \_\_\_\_\_ All "NO" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

\_\_\_\_\_  
*Signature of Administrator/Designee*

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