

TRANSPORTATION FOR SCHOOL-RELATED TRIPS
School Driver Registration Form
(2018-2019)

This form must be completed annually, or if your insurance policy changes.

DRIVER INFORMATION:

Driver (circle one): Employee / Parent / Guardian / Volunteer

Name: _____ Date of Birth: _____
Address: _____
Telephone: (____) _____ Cell Phone: (____) _____
Driver's License No.: _____ Expiration Date: _____

VEHICLE INFORMATION

Name of Owner: _____
Address: _____
Make and Model: _____ Year: _____ License Plate No.: _____
Registration Expiration Date: _____ Seating Capacity*: _____
(*Passenger Seats with Belts)

Has driver been cited for any moving traffic violations in the past year?
Yes: _____ No: _____ If yes, please attach an explanation. Indicate number of violations and circumstances.

INSURANCE INFORMATION

Insurance Company: _____ Telephone No.: (____) _____
Policy No.: _____ Expiration Date: _____
Liability Limits of Policy: _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage, a minimum of \$250,000 liability coverage, shall bear primary responsibility for any losses or claims for damages. As proof of insurance, a copy of your Auto Insurance **Declaration Page** showing limits of liability is **REQUIRED**.

I certify that I have received and will abide by the driver instructions provided by Austin Jewish Academy.

Signature of Driver Date

Signature of Head of School Approved Not Approved Date



TRANSPORTATION FOR SCHOOL-RELATED TRIPS

Driver Instructions / Vehicle Requirements

Driver: Please keep these instructions for your information

***Please return your completed “School Driver Registration Form” and a current copy of your auto insurance Declaration Page showing limits of liability to the main office of Austin Jewish Academy.

When using your vehicle to transport students on field trips or other school activity trips:

1. All drivers **must register** with Austin Jewish Academy for such purposes and have a valid driver’s license and current liability insurance at or above the minimum amount required by law for each occurrence.
2. A volunteer driver will be at least 21 years of age and approved by Head of School.
3. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc. It is expected that all vehicles be maintained in a safe condition in compliance with all applicable motor vehicle requirements.
4. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment. Students are not to be transported in an open vehicle.
5. Require each passenger to use an appropriate child restraint system (child car seat or booster seat) or safety belt in accordance with law.
 - a. Texas law requires all children younger than 8 years old, unless already 4'9" tall, to be in the appropriate child safety restraint system (car seat/booster seat) anywhere they sit in a passenger vehicle.
 - b. No child under the age of 13 shall ride in a seat containing an air bag.
6. Do not smoke or vape while there are minors in the vehicle.
7. All drivers must refrain from texting or making telephone calls while driving—even with a hands-free device.
8. Take the most direct route to the destination.
9. All stops must be pre-approved by the Director of Teaching and Learning. To clarify, teachers and/or chaperones must not stop for food or beverages unless pre-approved by the Director of Teaching and Learning.
10. Children should never be left in the car unsupervised.
11. Obey all traffic laws.

In case of emergency, keep all students together and call 911 first and then Austin Jewish Academy (512) 735-8350.

