



APPROVED DRIVER REQUIREMENTS 2023-2024

Linfield Christian School requires that each volunteer driver must be approved prior to driving Linfield students. The following information must be submitted ***at least one week prior*** to allow enough time to process and confirm requirements have been met.

This approval is for the 2023-2024 school year only.

We will need a copy of the following documents:

- Valid Driver's License
- DMV License Record Report Printout
 - Visit State of California
 - <https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>
 - Follow the steps to register and pay \$2.00 to print out your driving record.
- Insurance ID card showing effective dates of the insurance policy.
- Insurance declaration page showing limits of insurance
- Signed insurance verification form & volunteer transportation agreement.

Please submit the *Volunteer Transportation Agreement* with a complete packet to Joyce Portugal via email to: drivers@linfield.com OR drop off at the Human Resources office.



Insurance Verification Form & Volunteer Transportation Agreement

I volunteer to drive my personal vehicle to provide transportation for Linfield Christian School during the 2023-2024 school year.

Linfield Christian School requires each volunteer driver to furnish the following information for review and approval at **least one week prior** to driving at any school event. I understand that I will be notified once I am approved to drive.

Please submit the following in one complete packet:

- Copy of Valid Driver's License
- Copy of ***DMV License Records Report Printout*** from California Department of Motor Vehicle ONLY
- Copy of Insurance card with effective dates of the insurance policy.
- Copy of Insurance ***Declaration Page*** showing limits of insurance.
- Signed Insurance Verification Form & Volunteer Transportation Agreement

Minimum acceptable Liability Limits (California Insurance Code 11580.1b):

Bodily injury	\$100,000 per person/\$300,000 per accident
Property damage	\$ 50,000 per accident

OR

Combined single limit	\$300,000 per accident
Medical Payments	\$ 5,000 per person
Uninsured Motorist	\$ 30,000 per person/\$60,000 per accident

Additionally, I understand that being a volunteer driver is a privilege, not a right, and agree to the following:

- A. I will be responsible for any comprehensive or collision damages suffered by my automobile while providing transportation for Linfield Christian School.
- B. I will obey all traffic laws and operate my vehicle in a safe manner.
- C. I am not taking any drugs, prescription or other that have a warning about operating a vehicle or are known to impair mental alertness or cause physical impairment including but not limited to drowsiness and dizziness.



Insurance Verification Form & Volunteer Transportation Agreement

California Car Seat and Belt Laws: Vehicle Code 27360 VC and Vehicle Code 27315 VC

All children ages eight years or younger must ride in the back seat of a motor vehicle restrained in a car seat or booster seat.

California Cell Phone Law: Vehicle Code 23123 VC

A person shall not drive a motor vehicle while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving.

- I understand that I must be a minimum of 21 years of age to be an approved driver,
- I understand that my insurance is primary and any insurance carried by Linfield Christian School is secondary (when applicable).
- I have read, understand and agree with the requirements as listed above.

Please submit the Volunteer Transportation Agreement with a complete packet to drivers@linfield.com

Name of Driver (print)

Signature

Campus (Elementary, Middle or High)

Phone

Email

Date

Date Rec'd in HR: _____

Date Approved: _____