



Risk Management
2407 LaPorte Avenue
Fort Collins, CO 80521
970-490-3506

Employee Field Trip Driver Acknowledgement

Attention School Staff: Each authorized employee driver must complete this form. Field trip permission slips sent home with students must indicate that employees will transport students to/from a field trip in lieu of using PSD transportation.

Section 1: About the Trip

School:

Trip to:

Type of Activity:

Date of Trip:

Departure Time:

Return Time:

Section 2: About You

Your Name:

Driver License: State & Number:

Expiration Date:

▶ **Please attach a copy of your current driver license.**

Section 3: About your vehicle and insurance

License Plate Number:

Number of children you can transport in your vehicle:

Name of Vehicle Insurance Company:

Name of Insurance Agent:

Phone:

▶ **Please attach a copy of your current vehicle insurance card.**

Section 4: Understanding and Acceptance

I, as an employee driver for this PSD trip, by signing below affirmatively represent that I understand and agree to the following conditions:

- The vehicle I will be driving is currently under my ownership and is in good working condition or I will be driving a rental vehicle as an authorized driver.
- All passengers will have working seat belts and will use them when the vehicle is in motion.
- Student passengers under the age of eight shall be properly restrained in a child restraint system according to the manufacturer's instructions. Student passengers who are at least eight years old but less than sixteen years old shall be restrained in a safety belt or child restraint system according to the manufacturer's instructions. Safety belts and child restraint systems shall conform to all applicable federal motor vehicle standards (Colorado Revised Statute 42-4-236).
- Students under 12 years of age cannot be seated in the front seat of a vehicle.
- Students will not be transported in a private, rented or loaned vehicle with a seating capacity of more than 10 passengers, including the driver.
- The District does not carry medical, dental, or hospitalization insurance to cover students. The District cannot guarantee students riding in my vehicle will have health insurance to cover injuries sustained while riding in my vehicle.
- I carry at least the minimum liability limits as set forth in Colorado State Law.
- I have submitted a copy of my current valid driver license and current vehicle insurance coverage card to the school.
- I will not deviate from the direct route to and from the field trip activity.
- I have a good driving record, will obey all traffic laws, and will drive with an awareness of road and weather conditions.
- I am not currently on any medication, nor do I currently have a medical condition that could hamper/impair my driving ability.
- I will transport no fewer than two students at any time.

Signature of Driver

Date

Site Administrator Signature of Approval

Date

Original — Keep on file at school for 3 years.
Forward original to Risk Management if any incident occurred on this field trip involving this employee.