

# Permission To Drive Forms

## 11/03/2009

Please Note: These forms must be completed by all members of the team. Any adult driving any students must complete 1, 3, 4, 5 & 6. These forms must be completed and on file with the school before departure.

**Please do not separate this packet – the complete packet must be turned in to school**

# Driving Form 1

4/18/07



## Checklist

Reference: School Board Policy 6-56

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_ Coach \_\_\_\_\_

**Please check each box that applies!**

- Form 1 – Checklist – Cover page required by **ALL**
- Form 2 – Athletic Travel Permission Form/General Requirements of Non-School Division Employee Drivers - **RIDERS**
- Form 3 – Private Vehicle Transportation Certification Form - **DRIVERS**
- Form 4 – Release, Waiver, and Indemnification Form - **ALL**
- 5 - Copy of valid driver's license – **DRIVERS INCLUDING VBCPS EMPLOYEES**
- 6 - Copy of proof of liability insurance showing minimum combined liability limits of \$100,000 per person, per accident - **DRIVERS INCLUDING VBCPS EMPLOYEES**  
You must attach a copy of the summary page of your insurance showing you have \$100,000 liability limit – **do not return just a copy of your insurance card**

Please Note: Any adult driving any students/athletes must complete 1, 3, 4, 5 & 6 above. These must be completed and on file with the school before departure

### Eligibility to Obtain a Virginia Driver's License – Virginia State Law

If you are between age 16 years, 3 months and age 18, your driver education certificate and a valid learner's permit allow you to drive without a licensed driver beside you provided you have held your learner's permit for nine months and the certificate is signed by a parent or legal guardian.

New curfew laws prohibit drivers under age 18 who hold a learner's permit or driver's license from driving midnight to 4 A.M. If you hold a driver's license you may drive during these hours in case of an emergency when traveling to and from work or a school-sponsored event or when accompanied by a parent or other adult acting in place of a parent. Also, you are restricted to the number of passengers under age 18 which may travel with you when you drive (one passenger if you are age 16; three passengers if you are age 17). Learner's permit holders may not carry more than one passenger under age 18. Passenger restrictions do not apply to family members.

After you have held your permit nine months, turned age 16 and 3 months and completed driver education, you will receive a notice that tells you when to appear in court for a licensing ceremony where you will receive your permanent driver's license. For more information on the ceremony, see page 1-10 in the Virginia Driver's Manual.



**ATHLETIC/ACTIVITY TRAVEL PERMISSION FORM**

The permission of a parent or guardian is required before a student can travel to school activities in a vehicle driven by non-school division or division employees. The signing of this form indicates the parent is aware that the student will travel by private vehicle, and will be supervised accordingly by school personnel at the designated site.

All of the listed information below must be provided in order for the student to be allowed to travel in a privately owned vehicle to participate in the activity.

SPORT/ACTIVITY \_\_\_\_\_ SEASON \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_

TYPE OF HEALTH INSURANCE \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

SPECIAL INSTRUCTIONS FOR MEDICAL EMERGENCY (use the back of the form, if needed):

\_\_\_\_\_  
\_\_\_\_\_

Please list any student, parent, or school employee that you will allow your son/daughter to travel with to and from school related events. **Check**

**boxes or write names:**

- Any school division employee in his/her personal vehicle.
- Any parent who volunteers to drive students.
- Any student who volunteers to drive students.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Please list any student, parent, or school employee that **you will not allow** your son/daughter to travel with to and from school related events:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

My son/daughter has permission to travel this season by private vehicle and I fully understand the information stated in this permission form and the general requirements of non-school division employee drivers as stated on the reverse side of this athletic travel form.

\_\_\_\_\_  
Parent Name/Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**PRIVATE VEHICLE TRANSPORTATION CERTIFICATION FORM**  
**Reference: School Board Policy 6-56**

Name of Driver \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Insurance Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_

**General Requirements of Non-School Division Employee Drivers:**

In order to transport students in a privately owned vehicle, all non-school division employees must certify that they comply with and understand the general requirements listed below:

- (1) No student, parent, or volunteer who has been convicted of two or more traffic violations within the preceding 12 months, has two or more unresolved moving violations within the preceding 12 months, or has one conviction and one or more unresolved traffic violation(s) within the preceding 12 months, shall drive students on a field trip or to a school-related event.
- (2) No student, parent, or volunteer who has been convicted of driving under the influence of drugs or alcohol within the preceding five (5) years or who has a driving under the influence of drugs or alcohol charge pending, shall drive students on a field trip or to a school-related event.
- (3) The coach, activity sponsor, or building principal shall require any person driving students in a private vehicle to display a valid driver's license, parent permission slip, and to sign a written statement, on a school administration-approved form, that such driver does not have convictions or any pending charge(s) which violate the provisions of paragraphs 1 and/or 2, and further agreeing to provide a DMV abstract in response to a request by school administration, prior to such coach, sponsor, or building principal authorizing such driver to transport students. No driver who refuses to provide a DMV abstract upon the request of school administration shall be permitted to drive students on a field trip or to a school-related event.
- (4) Parents or non-school division personnel approved for driving for field trips will be required to furnish copies of certificates of insurance showing minimum combined liability limits per person, per accident of \$100,000 and a copy of a valid driver's license which shall be kept on file by the school.
- (5) The School Board's current insurance carrier has advised that its policy would not cover liability claims brought against drivers who are not employees of the School Board. Therefore, the School Board insurance policy will not protect drivers from liability claims of passengers or third parties, will not provide such drivers with medical pay insurance, and will not protect against uninsured motorists. Consequently, in emergency situations, such as the unavailability of a bus or insufficient seating in an employee's vehicle, non-division personnel who transport students to school-related activities or events do so voluntarily and at their own risk. Such drivers shall comply with the minimum liability insurance requirements set forth in paragraph 4.

I certify that I comply and understand the general requirements specified to drive my privately owned vehicle to transport students to a field trip or school-related event(s). I also certify that the above information is correct and current.

\_\_\_\_\_  
Name/Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Release, Waiver, and Indemnification**

**Please make certain you read and sign this sheet**

In consideration of the Superintendent of the Virginia Beach City Public Schools (VBCPS), his or her designee, or a principal of any Virginia Beach City Public School, granting permission for \_\_\_\_\_, a student of VBCPS (the Student), while the Student travels to and from athletic events in a vehicle driven by another student, parent/guardian, or other non-School Board employee whom the parent/guardian has authorized to transport his/her child to participate in \_\_\_\_\_ (list the sport), the undersigned parent(s)/legal guardian(s) of the Student, do(es) hereby and for the undersigned, the Student and my/our heirs, executors, administrators, successors and assigns, (i) release, acquit and forever discharge the School Board of the City of Virginia Beach, VBCPS and their members, officers, employees, agents, volunteers, servants and successors (collectively, the School Board) from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the Student or the undersigned now has or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen bodily and personal injuries and property damage and the consequences thereof resulting from the Student's traveling to and from an athletic event in a vehicle driven by a non-school employee, and (ii) waive all Claims against the School Board which arise or might arise out of the Student's traveling to the event.

It is understood and agreed that the undersigned hereby assume(s) the entire responsibility and liability for any and all damages to persons or property caused by, resulting from or arising out of any act or omission on the part of the Student during the period of the Student was traveling to and from athletic events in a vehicle driven by another student, parent/guardian, or other non-School Board employee and agree(s) to indemnify and hold harmless the School Board from and against all liability, loss, costs, reasonable attorney's fees and other expenses suffered by those indemnified as the result of any claim arising out of or in connection with the Student's participation and the intentional or negligent acts of the Student during the period of the Student travels to and from athletic events in a vehicle driven by another student, parent/guardian, or other non-School Board employee.

The undersigned further declares and represents that this Release, Waiver, and Indemnification contains the entire agreement between the parties hereto, and that the terms hereof may not be modified except in writing signed by the undersigned and an authorized representative of the School Board.

**The undersigned has/have read the foregoing Waiver, Release, and Indemnification, and fully understand(s) it. The undersigned execute(s) it freely and voluntarily, and acknowledge(s) that my/our execution of this release was not in reliance upon any inducement, promises, or representations made by the School Board.**

**Caution: Read before signing below**

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

## General Requirements of Non-School Division Employee Drivers Guidelines for Administering School Board Policy 6-56 Field/Recreational/Class Trips

The guidelines given below were developed to assist school principals in administering School Board Policy 6-56 Field/Recreational/Class Trips particularly as the policy relates to interscholastic sports. The use of school buses to provide transportation for students to interscholastic events is preferred.

Key issues, which guided the development of the policy, are given below:

- The School Board prefers that schools use school-owned vehicles driven by school division employees for school-related activities.
- In the event that school division employees are not available as drivers, the School Board prefers that School Board vehicles be used.
- In the event that School Board vehicles are not available and private vehicles are required, the School Board prefers that division employees drive vehicles.
- The policy was developed so that school administrators and parents would know who is driving students to activities if School Board transportation were not available and it would be impractical to use it.
- Additionally, the policy was developed so that parents and students would be aware of the liability they could incur if they should have an accident while transporting students.

Parents, students, volunteers, or other non-division personnel may transport student athletes/athletic teams/cheerleaders/ students to school-related events under the following circumstances:

- School bus transportation is not available or feasible because of distance to the event, the limited number of students participating, or in other circumstances designated by the principal.
- Students and parents who are driving are required to complete and receive the following:
  1. Each student, participant or non-division personnel driving will complete the **Checklist** (Driving Form 1)
  2. Each student and his/her parent/legal guardian will complete an **Athletic/Activity Travel Permission Form** (Driving Form 2) at the beginning of the current athletic season or before the event.
  3. The parent/legal guardian, student, or non-division personnel will sign the **Private Vehicle Transportation Certification Form** (Driving Form 3 - top) and submit it to the athletic team coach/sponsor.
  4. Each student or parent/guardian driver will sign and may make a copy to retain of the **General Requirements of Non-School Division Employee Drivers** (Driving Form 3 - bottom).
  5. The parents/legal guardians of each athlete/student will sign the **Release, Waiver, and Indemnification Form** (Driving Form 4) and the form is on file with the athletic team coach/sponsor.
  6. The coach/sponsor, parent/legal guardian, student, or non-division personnel will submit a copy of a valid driver's license to the school.
  7. The coach/sponsor, parent/legal guardian, student, or non-division personnel will submit proof of liability insurance showing minimum combined liability limits of \$100,000 per person, per accident for such driver to the school.

Copies of all forms are included in this packet and are summarized on the front page **Checklist** (Driving Form 1). Please keep a copy of this agreement for your records. If you have questions, please call the Department of School Administration.

## Guidelines for Administering School Board Policy 6-56 Field/Recreational/Class Trips

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- The School Board prefers that schools use school-owned vehicles driven by school division employees for school-related activities.
- In the event that school division employees are not available as drivers, the School Board prefers that School Board vehicles be used.
- In the event that School Board vehicles are not available and private vehicles are required, the School Board prefers that division employees drive vehicles.
- The policy was developed so that school administrators and parents would know who is driving students to activities if School Board transportation were not available and it would be impractical to use it.
- Additionally, the policy was developed so that parents and students would be aware of the liability they could incur if they should have an accident while transporting students.

Parents, students, volunteers, or other non-division personnel may transport student athletes/athletic teams/cheerleaders to school-related athletic events under the following circumstances:

- School bus transportation is not available or feasible because of distance to the event, the limited number of students participating, or in other circumstances designated by the principal.
- Students and parents who are driving are required to complete and receive the following:
  1. Each student and his/her parent/legal guardian will complete an **Athletic Field Trip Form** (Form 2, attached) at the beginning of the current athletic season.
  2. The parent/legal guardian, student, or non-division personnel will sign the **Private Vehicle Transportation Certification Form** (Form 3, attached) and submitted it to the athletic team coach.
  3. The parents/legal guardians of each athlete will sign the **Release, Waiver, and Indemnification Form** (Form 4, attached) and the form is on file with the athletic team coach.
  4. Each student or parent/guardian driver will receive a copy of **General Requirements of Non-School Division Employee Drivers** (Form 5, attached).
  5. The parent/legal guardian, student, or non-division personnel will submit a copy of a valid driver's license to the athletic team coach.
  6. The parent/legal guardian, student, or non-division personnel will submit proof of liability insurance showing minimum combined liability limits of \$100,000 per person, per accident for such driver to the athletic team coach.

Copies of forms are given as attachments to the guidelines, as is a **Checklist** (Form 1, attached). If you have questions, please call the Department of School Administration at 427-4571.

Attachments