

DRIVER CERTIFICATION FOR INSURANCE & VEHICLE SPECIFICATIONS

STUDENT'S NAME: _____

DIVISION # _____

Teacher's Name: _____

SCHOOL: Irvine Elementary	
DRIVER'S NAME:	
DRIVER'S ADDRESS:	
DRIVER'S PHONE #:	
DRIVER'S LICENSE #	LICENCE EXPIRY DATE:
VEHICLE OWNER'S NAME (if different from above):	
VEHICLE OWNER'S ADDRESS (if different from above):	
VEHICLE OWNER'S PHONE # (if different from above):	
MAKE & MODEL OF VEHICLE:	
YEAR OF VEHICLE:	
INSURED LIMIT (3 RD PARTY LIABILITY – minimum \$1,000,000 required):	
NUMBER OF SEAT BELTS AVAILABLE (not including driver or seat with airbag):	
EQUIPPED WITH PASSENGER-SIDE AIRBAG?	

- To the best of my knowledge, the vehicle identified above is in safe road-worthy condition ***and my driver's license is in good standing.***
- I understand that each student transported must wear a seat belt and that if my vehicle has passenger side airbags, no student will occupy that seat.
- I have at least one year's driving experience.
- I understand that extracts of my driving record may be requested from the Motor Vehicles Department.
- I accept responsibility for notifying the school of any changes in the above information.
- **I have read and understood the guidelines listed on the reverse side of this form.**

If you are not able to abide by the guidelines on the reverse side, please do not volunteer to drive our students.

Driver's signature

date

IRVINE ELEMENTARY SCHOOL

VOLUNTEER DRIVER'S GUIDELINES

1. Drive within the speed limit and follow the rules of the road. We appreciate you driving and would rather have you arrive a little late but in good condition.
2. Wear seat belts and ensure that the children in your vehicle are wearing seat belts at all time.
3. The driver should not eat or drink while driving. This is your vehicle and it is up to you whether children may eat or drink in your car. We do however, suggest that they do not eat or drink, since the school will not pay for the cleaning of your vehicle.
4. Before leaving ensure that you and the teacher have arranged where to meet when you get to the event site.
5. Before leaving ensure that you have a list with the names of each of the children who are going with you.
6. You should have the school's phone number (604-941-3408) and if possible, the phone number of the place you are taking the children in case you have problems getting the children there on time (car trouble, accident, you get lost, etc).
7. If you have an accident, please contact the school principal or secretary and make them aware of the situation. If neither of these people is available, then contact the teacher if possible. Ask the school to notify the parents, unless there has been a serious accident, in which case the parents must be notified by the proper authorities.
8. Go directly to and from destinations – no stops along the way. If it appears that you have lost contact with any of the children in your care while at the event:
 - a. speak to the teacher immediately
 - b. check with other parents
 - c. check with the children
 - d. contact 911 (they can help and if we find the child, we can apologize)
9. If children misbehave on the way to the site or on the way back from an event, bring it immediately to the attention of the teacher. We do not foresee you having to be responsible for the discipline of any child. That is the responsibility of the teacher.
10. If a child is injured while they are in your care, try to provide whatever First Aid you can immediately. Most of the events or sites that you are taking the children to have First Aid attendants on site. At the very least they can call for help if it is needed and record the injury for insurance purposes.
11. Concession stands and candy machines are usually out of bounds for most field trips – please check with the teacher before leaving the school.
12. Please do not give children in your care anything (food or candy) to eat. A child may have severe allergies to some of these items.
13. **Most importantly as a volunteer, the children in your care should be given the same consideration you would hope for your child in someone else's care. Common sense should be the guiding rule.**