



GROTON AREA SCHOOL DISTRICT 06-6

POLICIES AND REGULATIONS

NEPN Code: EEADA-A

## **GUIDELINES WHEN USING PRIVATE PASSENGER VEHICLES**

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question. (Form on reverse side)

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured to the following minimum limits: \$250,000 per person and \$500,000 per occurrence, and \$100,000 property damage. A copy of the insurance policy declaration page showing the insurance limits are met must be filed with the signed Driver Information Sheet.
5. A signed Volunteer Driver Form on each vehicle used must be obtained prior to the field trip or activity.
6. Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

**[Added: 01/14/13]**

**[Amended: 07/14/14]**