



DRIVER RULES AND INSTRUCTIONS

Please read carefully before signing the Request for Transportation by Private Vehicle form

RULES

1. Driver will follow all applicable traffic laws and operate the vehicle in a sensible, safe and defensive manner.
2. Driver will ensure that all occupants of the vehicle are properly fastened in a safety belt.
3. Driver is responsible for accounting for all students before, during and after the trip. Attendance sheets will be completed by driver and returned to Niles Community Schools staff member/coach after the trip.
4. Driver will report any tickets they receive after completing the application.
5. Driver will not be under the influence of alcohol or any other controlled substance before and for the duration of the trip.
6. Driver understands that:
 - a. Niles Community Schools will assume no liability for accidents related to their transporting students to a school sponsored function.
 - b. The insurance coverage carried by Niles Community Schools does not cover the driver, automobile or passengers.
 - c. Vehicle that is driven must have current vehicle registration and proof of insurance.

INSTRUCTIONS

1. **At least one month in advance**, the staff member/coach arranging the trip will distribute consent forms to all parents of students on trip. When all forms are returned, they should be forwarded to the building administrator.
2. **At least one month in advance**, staff member/coach completes Part 1 of the Request for Transportation by Private Vehicle form and provides all volunteer drivers with a copy. Drivers must complete Part 2 and attach copies of related documents. The forms and attachments must then be forwarded to the Athletic Department in a timely manner to ensure adequate processing time.
3. Athletic Department staff member obtains driving record, attaches record to forms and forwards to approving building administrator.
4. Building administrator assures all consent forms and driver forms with attachments are enclosed and properly completed, then approves trips by signing Part 3 of the Request for Transportation by Private Vehicle form. The entire set of forms and attachments should be kept on file in the school office.