

**St. Johns County School District**  
**VOLUNTEER DRIVERS – PRIVATELY OWNED OR RENTAL VEHICLES**

Volunteers Transporting St. Johns County School District Students

School: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

KeepnTrack # or Employee ID #: \_\_\_\_\_

On school-based trips, as a volunteer driver of a personally owned automobile or vehicle rented through St. Johns County School District, I understand and specifically acknowledge the following:

1. Driver must possess a valid driver license.
2. Driver must be an approved SJCS D volunteer, employee or adjunct coach.
3. All students must wear seat belts, and the number of students transported will be limited by the specified capacity limits and corresponding seat belts provided.
4. Driver must have the names, addresses and phone numbers of all passengers.
5. Driver's vehicle must be in good repair.

**Transporting students in personal-owned vehicles only:**

6. Driver must maintain auto insurance with policy limits of no less than 100/300/50 (bodily injury liability per person/per occurrence/property damage.)
7. Driver assumes personal financial liability and is responsible for loss and accidental damage to his/her vehicle should an incident occur.

**Please attach:**

Copy of a valid driver license

Copy of insurance declarations page(s) (NOT insurance card) showing:

1. Insurance carrier
2. Insured driver(s)
3. Effective dates of coverage
4. Policy limits of 100/300/50 (\$100,000 bodily injury per person/\$300,000 bodily injury per accident/\$50,000 property damage)

\_\_\_\_\_  
Signature of Volunteer Driver

\_\_\_\_\_  
Date

*Please forward COMPLETED form and documents to Risk Management*  
*Email: [sjcsd.risk@stjohns.k12.fl.us](mailto:sjcsd.risk@stjohns.k12.fl.us)*