

Transportation Policy and Auto Safety Certification Form

Employees and Volunteers

Students may be transported on Portland Christian Schools (PCS) school sponsored trips only in vehicles which comply with federal and state laws and regulations and with school policies. When possible, the school will contract for use of a bus from a company approved by the Administration. If this is not feasible and students are to be transported in vehicles driven by a school employee or an adult volunteer, the rules listed below will apply. **Please allow at least three business days for approval and processing.**

- The Administration must approve the trip, the route, and the methods of transportation prior to the event.
- Students may not drive other students on school sponsored trips.
- Only adults with a valid driver's license and valid personal auto insurance may transport others as part of school activities. A copy of the driver's license, proof of insurance, and proof of minimum liability coverage of \$300,000 per occurrence must be on file with the school.
- All drivers must be cleared by PCS's insurance carrier as acceptable to drive on school business.
- Employees or Volunteers using their own vehicles to transport students, employees, and/or volunteers to and from school-sponsored events may be personally liable for injuries/damages to themselves and others.
- Employees will be protected first by their own insurance. PCS's liability insurance is secondary.
- PCS's insurance policy does not cover damage to an employee's or volunteer's vehicle.
- PCS' insurance policy may not cover damages or injuries sustained if an accident occurs when the driver travels "off-route" from the trip plan approved by the Administration.
- Adult drivers must have on file a current background check. (Authorization forms may be obtained from the Business Office).
- Adult drivers must complete the Adult/Youth Contact Training prior to transporting students.
- Adult drivers must complete the Auto Safety Certification Form.
- Students must always be transported in groups of two or more.

- The driver of any vehicle transporting students, employees, or volunteers is responsible for determining that the proper number of seat belts is available for the passengers. The vehicle may not be driven until the driver and all passengers are buckled up. Busses not equipped with seat belts but which comply with federal and state safety laws and regulations are an exception.
- Should a vehicle need to be rented to transport students and/or staff:
 - Under normal circumstances arrangements should be made through the Business Office for billing and payment with the vehicle being rented in the school's name.
 - In emergency situations when prior arrangements cannot be made the Business Office should be notified at the earliest opportunity.
 - In all situations, full insurance coverage must be taken through the rental agency and the school.
- Under NO circumstance may students be transported in 15 seat passenger vans.

Should an accident occur while transporting students and or staff, after attending to any emergency situation, please contact the school administrator/ supervisor as soon as possible. Provide a copy of any accident report filed as required by state law and complete an Accident/Injury Report form located in Section 5 of the employee handbook (Volunteers may obtain this form from the Business Office) and submit it to the Business Office; you will be notified of additional actions required.

I have read the Transportation Policy.

Signature _____ Date _____

Please print name _____

AUTO SAFETY CERTIFICATION – Employees and Volunteers

This form is intended for volunteers who have responsibility to drive on school business and for employees and volunteers who wish to transport students by personal auto. Only persons with a valid driver's license, valid personal auto insurance, and a clean driving record, may drive on school business or transport others as part of Portland Christian Schools (PCS) school activities. All trips involving students must be approved by the Administration prior to the event, including the route and the methods of transportation.

Please present your license to the Business Office so that a copy may be made for our records. A motor vehicle report will be ordered and must meet our insurer's criteria for acceptability.

If a personal vehicle is to be used, please present the owner's proof of insurance and declarations sheet to the Business Office so a copy may be made for our records. According to school policy all drivers must carry a minimum liability insurance policy of \$300,000 per occurrence.

Have you been ticketed for a moving violation within the past 3 years? NO YES

If Yes, please explain: _____

Agreement to Notify of Driving Events

I agree to immediately inform the Business Office if my driver's license is suspended or revoked, if I am ticketed for a moving violation, or if I have DUII or DWI charges pending. I will also notify the Business Office if my personal auto insurance is canceled or not renewed. These notifications are required by Portland Christian Schools (PCS). The school will not release this information to unauthorized persons.

Seat Belt Usage

I agree to transport persons only in passenger seats equipped with appropriate seat belts and child safety seats. I agree to require seat belt usage and child safety seat usage at all times.

Safe Vehicles

I agree to transport persons only in vehicles that are in safe operating condition.

I have truthfully and accurately responded and agree to the above. I will notify the Portland Christian Schools Business Office if any of the driving events listed above occurs.

Signature _____ Date _____

Please print name _____