

FIELD TRIP DRIVER'S LICENSE AND VEHICLE INSURANCE INFORMATION

(required when transporting students on field trips

in personal or leased vehicles)

Information on the driver and the driver's liability insurance is required for all personal and leased vehicles used to transport students (not applicable for school bus or commercial bus drivers or vehicles). This is an official FCPS document. Any falsification or misrepresentation may lead to disciplinary action for FCPS Staff or liability exposure for other drivers.

FIELD TRIP PLAN

(to be completed by the trip organizer)

Specific Trip	Repeated Trip
Date	Explain
Destination	
Purpose	

DRIVER AND INSURANCE INFORMATION

PART I. DRIVER

Name

☐ Student

☐ Parent

☐ Teacher or Staff Member (Part II required)

☐ Other

Operator License Number

State

Expiration Date

☐ I certify that I have a valid driver's license as indicated

I certify that the vehicle I will use for this field trip:

☐ is designed and manufactured to transport fewer than ten passengers

☐ meets Federal Motor Vehicle Safety Standards and state standards applicable to passenger car occupant protection standards (at the time the vehicle was manufactured)

☐ has a certified seat and seat belt for each passenger (owner- or dealer-installed seats and/or seat belts are not certified)

Driver Signature _____

Date _____

PART II. FCPS STAFF ONLY

☐ I understand and acknowledge that the validity of my license and my driving record may be reviewed by FCPS Human Resources

☐ I have taken the online defensive driving tutorial offered by SafeSchools™ <https://fairfax-va.safeschools.com/login>

PART III. INSURANCE

Owner or Lessee of Insured Vehicle

Insurer

Vehicle Make

Model

Owner or Lessee Signature _____

Date _____

SCHOOL PRINCIPAL APPROVAL

Principal Signature _____

Date _____