



## 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).

### FIELD TRIP PLAN (to be completed by the teacher)

| Specific Trip | Repeated Trip |
|---------------|---------------|
| Date          | Explain       |
| Destination   |               |
| Purpose       |               |

### DRIVER AND INSURANCE INFORMATION (to be completed by the driver and the owner or lessee of vehicle)

|  |       |                 |
|--|-------|-----------------|
| <b>PART I. DRIVER</b>  |       |                 |
| Name   |       |                 |
| <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Teacher or Staff Member <input type="checkbox"/> Other   |       |                 |
| Operator's License Number  | State | Expiration Date |
| I certify that the vehicle I will use for this field trip: <ul style="list-style-type: none"> <li><input type="checkbox"/> is designed and manufactured to transport fewer than ten passengers</li> <li><input type="checkbox"/> meets Federal Motor Vehicle Safety Standards and state standards applicable to passenger car occupant protection standards (at the time the vehicle was manufactured)</li> <li><input type="checkbox"/> has a certified seat and seat belt for each passenger (owner- or dealer-installed seats and/or seat belts are not certified)</li> </ul> |       |                 |
| _____<br>Driver's Signature  |       | _____<br>Date   |

|  |       |
|--|-------|
| <b>PART II. INSURANCE</b>                        |       |
| Owner or Lessee of Insured Vehicle               |       |
| Insurer  |       |
| Vehicle Make                                     | Model |
| _____<br>Owner's or Lessee's Signature      Date |       |

|  |  |
|--|--|
| <b>SCHOOL PRINCIPAL APPROVAL</b>         |  |
| _____<br>Principal's Signature      Date |  |