MONTESSORI SCHOOL OF PEORIA
3601 N. North St. Peoria, IL 61604 Ph. 685-8995 www.peoriamontessori.org

Parent Driver Form and Guidelines

Dear Parents,

In an effort to maintain the highest level of safety and security for the transportation of our students, and to comply with recommendations from our insurance carrier, the School is upgrading our procedures with regard to parent drivers on school related trips. If you wish to drive on School outings please read the attached MSP parent-teacher driver policy. We will be requiring that you submit your driver's license information. We are also asking that you provide us with the declarations page of your automobile insurance policy stating that you carry a policy with a minimum of $100,000/$300,000 liability limits.

If you would like to be a parent driver this year, please provide us with the following:

- A copy of your drivers license.
- A copy of the declarations page of your automobile insurance.
- Please read the attached MSP Parent/Employee Driver policy and sign the following statement:

I have read and understand the MSP Parent/Employee Driver Policy.

Signed: _____ Date: _____

Parent/Employee Driver Policy

Transportation on outings is nearly always provided by parents and guides who volunteer to transport students in their personal vehicles. In these cases, the insurance of the vehicle owner is the primary insurance in effect. School insurance acts as a secondary insurance in the event that the parent/employee insurance is exhausted. If you are planning on driving during the school year, please complete and return the Parent Driver Form to the office at the start of school. We will need an updated authorization and the related documents each year even if you have been cleared in a prior year.

We want to state how very dearly we appreciate all parents who volunteer to drive on our outings. For now, this is the only way we are able to take any outings at all. We appreciate the effort it takes and apologize for the inconvenience caused by our parent driver policy. Thank you for your help.

1. Parent/employee drivers will have provided and agreed to the following at least **one week in advance** of the field trip:
    a. A copy of a valid driver's license
    b. Proof of automobile insurance showing a minimum of $100K/$300K insurance

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coverage.

2. Driver conduct while operating the vehicle on MSP activities:
    a. At no time will mobile telephone use be allowed.
    b. At no time will texting on any type of electronic device be allowed.
    c. The driver will not have consumed alcoholic beverages within eight hours of driving students.
    d. The driver will not be under the influence of any prescription medication that would impair his or her ability to safely operate the vehicle.
    e. The driver will refrain from using any illegal drugs at any time.

3. Other requirements:
    a. All booster seat and seat belt requirements will be followed at all times.
    b. Vehicles must be kept in safe operating condition at all times.