

# Parent Driver Form and Guidelines



At Post Oak, we aim to maintain the highest level of safety and security for the transportation of our students on school-related trips. If you wish to drive on school outings, please read the Post Oak Parent/Employee Driver policy. We require that you submit your driver's license for a history check with the Texas Department of Safety, and also ask 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 driver's license.
- ♦ A copy of the declarations page of your automobile insurance.
- ♦ Please read The Post Oak School Parent/Employee Driver policy and sign the following statement:

I have read and understand The Post Oak School Parent Driver of Personal Vehicles Policy.

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Signature

Date

Please fill out the following form that allows us to perform a history check of your driving record.

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## DRIVER'S LICENSE HISTORY CHECK AUTHORIZATION

I hereby authorize The Post Oak School to conduct a driver's license history check with the Texas Department of Safety. I acknowledge that the ability to operate as a driver for school outings will be based on acceptable results.

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Signature

Date

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

County: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Texas Driver's License: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

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## FOR SCHOOL USE ONLY:

Copy of driver's license received  Copy of insurance declarations page received (must include policy minimums of \$100,000/\$300,000)

Submitted by: (Teacher Name) \_\_\_\_\_ Date: \_\_\_\_\_

## *Parent/Employee Driver Policy*

from the Post Oak Family Handbook, July 2018

The school is continuously updating and improving the policies and procedures for all methods of student bus and car transportation.

Parents and teachers may volunteer to transport students on class outings. 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. Parent driver forms are included in a summer email or can be found on our website under For Parents ► Information Center ► Forms and Publications. If you are planning on driving during the school year, please complete and return the form to the Business Office before 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.

1. Parent/employee drivers will have provided and agreed to the following at least two weeks in advance of the field trip:
  - a. Driver will submit his or her driver's license to the Business Office to be submitted to the Texas Department of Public Safety every year for a driving record check. In order to be eligible to drive on a school activity, the driver's license must be "eligible" according to TDPS standards and have no more than one moving violation within the last three years.
  - b. Driver will provide the "declarations page" of their automobile insurance showing a minimum of \$100K/\$300K insurance coverage.
2. Driver conduct while operating the vehicle on Post Oak School activities:
  - a. At no time will cellular telephone use be allowed.
  - b. At no time will texting on any type of electronic device be allowed.
  - c. The viewing of any movies and/or the playing of any music with inappropriate lyrics is not allowed.
  - d. Stopping for gas or snacks, unless prearranged as a necessary part of the journey, is not allowed. (Please fill up the car before arriving at school for the field trip.)
  - e. The driver will not have consumed alcoholic beverages within eight hours of driving students.
  - f. The driver will not be under the influence of any prescription medication that would impair his or her ability to safely operate the vehicle.
  - g. 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.