

**BEND-LA PINE SCHOOLS**  
Administrative School District No. 1  
Deschutes County, Oregon  
**ADMINISTRATIVE REGULATION**

Name: Proof of Liability Insurance for Volunteers Transporting Students  
Section: Support  
Code: EEAE-AR

Dear Parent,

You have volunteered to transport students of the district for a field-trip function or for some other school approved purpose. In order to serve as a volunteer driver, you will be required to provide coverage of no less than \$100,000 combined single limit bodily injury and property damage liability, you must have a valid driver's license, and you cannot have a felony or misdemeanor criminal conviction for a crime involving the use or operation of a motor vehicle within the last ten (10) years. Your driving record will be checked for insurance company acceptability and for prior felony or misdemeanor criminal convictions involving the use or operation of a motor vehicle. This information is confidential. Please be aware that in the event of an accident, your insurance will be primary coverage.

As required in **EEADB-AR STUDENT TRANSPORTATION IN PRIVATE VEHICLES**, volunteer drivers are required to submit to a volunteer background check.

Please COMPLETE the following questionnaire, providing all of the requested information. SIGN where indicated and RETURN to the school office four (4) working days PRIOR TO THE DATE OF THE EVENT.

Insurance Company Name: \_\_\_\_\_  
(not agent's name)

Effective Date: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Limits: \_\_\_\_\_  
(must be \$100,000 minimum per occurrence)

Date of Birth: \_\_\_\_\_

Oregon Driver License No.: \_\_\_\_\_

I **have not** been convicted of a felony or misdemeanor crime involving the use or operation of a motor vehicle in the last ten years.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_  
(as it appears on your driver's license)

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

Daytime Phone: \_\_\_\_\_

Return this form to the building principal. If you do not have the required coverage, a valid driver's license, and/or have been convicted of a felony or misdemeanor crime involving the use or operation of a motor vehicle within the last ten (10) years, you will not be allowed to transport students. Please be advised that your insurance company may increase coverage for specific dates.

Approved: 10/12/11