



APPROVED DRIVER APPLICATION FORM

Thank you for your interest in becoming an approved driver for CDS class trips. We appreciate your willingness to give of your time and talents! Please read the following requirements and fill out the information on the bottom of this form.

I understand that the following documents must be received and reviewed (using CDS' insurer specified criteria) by the Business Office in order for me to be considered as an approved driver:

- 1) This signed application form.
- 2) A copy of my Insurance Declaration page, specifying liability limits of \$100,000 per person/\$300,000 per accident, and \$100,000 property damage coverage.
- 3) A 3-year minimum Driving Record (Motor Vehicle Record).

I agree to the following class trip rules:

- 1) Each child MUST be securely seat-belted. Placing more than one child in a seatbelt is prohibited. It is NC law and school policy that all children MUST be in seatbelts. A child less than eight years of age and less than 80 pounds in weight shall be properly secured in a weight-appropriate child passenger restraint system. Students may NOT ride in front passenger seat if there is an airbag (unless the driver decides for his/her own child to ride there).
- 2) Drivers should not deviate from the field trip route/plan. For example, drivers should not stop for food or drinks unless the stop is part of the official field trip plan.
- 3) Each driver is responsible for the students in his or her car for the duration of the field trip. The students should be kept together at all times.
- 4) Unfortunately, siblings may not attend the field trip. The driver's first responsibility is to the students that are being supervised.
- 5) Drivers will obey all posted speed limits and follow other vehicles at a safe and appropriate following distance.
- 6) Drivers will refrain from using cell phones while driving and while supervising students during the field trip.

I understand that if I am approved, my name will be placed on the Approved Driver list for 2 years from the date of acceptance. During this period, if a serious violation occurs on my Driving Record, or if I lower my insurance coverage below the required limits, I will contact the Business Office to have my name removed from the Approved Driver list. I also understand that violations of the class trip rules are grounds for removal from the Approved Driver list. In the event of an accident while driving on a CDS field trip, I understand that I will be covered by my insurance.

Signature: _____ Date: _____

Printed Name: _____

email address to send approval notification: _____

Thank you very much for your interest in becoming an Approved Driver for CDS class trips. We truly appreciate the time and effort that our Approved Drivers give to CDS. A large pool of Approved Drivers to draw from eases the difficult task of planning class trips for our teachers and class trip coordinators.

Since the Motor Vehicle Report (MVR) generated by the North Carolina DMV can take several weeks to process, please take the time to order your MVR as soon as possible, before the rush of the school year begins.

Three documents are required by the Business Office for consideration as an approved driver:

- 1) A signed Approved Driver Application form (a copy is attached).
- 2) A copy of your **Automobile Policy Declarations** page stating your name, address, liability limits, and the policy period. Minimum liability limits are \$100,000 per person/\$300,000 per accident, and \$100,000 property damage coverage.
- 3) Your **Motor Vehicle Report** with a minimum of 3-years of driving history.

Currently, there are 2 options for obtaining your Motor Vehicle Report (Driving Record):

- 1) Some insurance brokers are willing to run driving records for their clients. These driving records are acceptable as long as they are faxed directly to the Business Office at (704) 844-8628 by the broker. We cannot accept records that are self-generated, either by individuals or parent-agents.
- 2) North Carolina drivers may obtain a copy of their driving record by visiting **www.ncdot.org/dmv**.
 - a. Select the “Driving Records” icon in the Online Services section of the web page.
 - b. Register and receive a PIN by email.
 - c. Enter your user information and PIN. Choose the “personal record” option.
 - d. Choose the “Certified” option, as this is the only form of the record that can be sent directly to CDS. We cannot accept the non-certified version because of data security issues.
 - e. In the mailing address section, type “Covenant Day School”, “800 Fullwood Lane”, “Matthews, NC 28105”. If you prefer to have the copy sent to you instead, the original version must be presented to the Business Office.

This process has changed since you last requested your driving record.

Only those volunteers who have submitted all of the required documents will be considered for volunteer driving. No volunteer driver is authorized to drive for school activities UNLESS their name appears on the Approved Drivers List for the current school year.

Your paperwork will be reviewed according to our insurer’s specified criteria. Once you are approved, we will notify you by email at the address provided on your Application form. Approved driver status will be good for **2 years** from the date of acceptance. Please contact the Business Office with any questions. Thank you again for your willingness to volunteer as a CDS approved driver!