BURLESON ADVENTIST SCHOOL

Field Trip Volunteer Drivers

Driver Requirements & Insurance Information

Thank you for helping transport our BAS Bobcats! To keep students safe and make sure everyone understands their responsibilities, please review the requirements below before volunteering to drive.

Driver requirements

• Be at least **21 years old** and have an acceptable driving record.

• Provide a copy of your **valid driver's license** and **current insurance card**.

• For occasional volunteer driving, carry at least **$100,000 per person / $300,000 per occurrence** in auto liability coverage.

• Use a vehicle that is in safe, good working condition.

Understand your insurance coverage

YOUR PERSONAL AUTO INSURANCE IS PRIMARY.

Adventist Risk Management (ARM) provides **excess coverage** for non-owned vehicles intended to protect the school organization, not the vehicle owner. If an accident occurs, the claim must go to the vehicle owner's personal insurer first.

The owner's policy is responsible for damage caused by or to the vehicle, subject to policy terms. **Before the trip, clarify who will pay any applicable comprehensive or collision deductible.** If you will drive someone else's vehicle, provide the owner's insurer name, policy number, and policy term.

Student safety expectations

• Every occupant must wear a seatbelt; never carry more passengers than available seatbelts.

• Obey traffic laws and drive attentively.

• On long trips, plan enough drivers so no one drives more than **three consecutive hours**.

Before the field trip — submit to the BAS office

■ Driver's license copy ■ Insurance card copy ■ Confirmation of required liability limits

Volunteer acknowledgment

I have reviewed the BAS volunteer driver requirements and understand that the vehicle owner's personal auto insurance is primary. I understand that deductible responsibility should be agreed upon before the trip.

Driver name: _____ Field trip/date: _____

Signature: _____ Date: _____

Based on Adventist Risk Management guidance and NAD Working Policy P 50 26 and X 30. Regular vehicle use may have additional insurance requirements.