



## Field Trip Transportation: Volunteer Driver

I assure Gretchen's House and the Family Independence Agency (FIA) that:

1. My child may participate in center-sponsored activities away from the center property, some of which may involve the use of vehicles.
2. When children are transported in my vehicle:
  - ◆ Vehicle seats used by passengers shall not face sideways.
  - ◆ A truck shall not be used to transport children, except in the cab.
  - ◆ There shall not be any loose, heavy objects in the passenger area.
  - ◆ My vehicles is in compliance with the safety equipment requirements specifying good operating condition of tires, breaks, exhaust system, windshield, windshield wipers and washers, horn, lights, and mirrors, as contained in the Michigan Vehicle code.
  - ◆ All children, the driver, and all adult passengers shall be properly restrained with a safety belt, and each safety belt shall be properly anchored and used according to the manufacturer's specifications, and be in good working order.
  - ◆ **And** I shall use a dynamic approved child passenger restraint device for each child who has not achieved the age of four years or thirty pounds.
  - ◆ I shall properly anchor each restraint device to the vehicle seat and use it according to the manufacturer's specifications. If the restraint device is unavailable, or if I cannot properly anchor it in my volunteer vehicle, I shall then properly restrain the child with a safety belt.
  - ◆ All passengers shall remain seated and properly restrained by the safety belt, while the vehicle is in motion.
  - ◆ All passengers shall be transported in accordance with the manufacturer's rated seating capacity and designated seating position.
3. I have a valid driver's license appropriate for my vehicle.
4. I have no more than six points on my driving record.
5. When I am a volunteer driver, I shall have a certificate of no-fault insurance in my possession for the vehicle being used.
6. I shall be familiar with the contents of the first aid kit which the pre-school shall place in my vehicle, along with a list of the children being transported and the names and telephone numbers of their parents or guardians.
7. No child shall be in my vehicle longer than on continuous hour.
8. When transporting more than eight children, there shall be a staff member or volunteer present in addition to the driver. The children shall not be left unattended in the vehicle. They shall be helped into and out of the vehicle from the curbside unless in a protected parking area or driveway, received by a teacher, parent, or other responsible person.
9. **Should any of the above information change, it is my responsibility to notify the Child Care Center immediately in writing.**

Volunteer Driver Signature \_\_\_\_\_ Date \_\_\_\_\_