

Parent/Guardian Drivers Policy 2022-23

On occasion, Westerly parents/guardians drive students to school sponsored events. While you are not acting as an employee of Westerly School, we have established the following policy to ensure the safety of our students. Please keep in mind this process may take up to **two weeks to complete**.

Who can drive?

Any parent/guardian can volunteer to drive if they meet the following criteria:

- Provide evidence of auto insurance (see criteria below) *and* meet minimum coverage criteria
- Have a valid California Driver's License and be at least 21 years of age
- Authorize Westerly to review your "Driver Record Information" *and* meet the Westerly School criteria
- Utilize a vehicle that will accommodate a seat belt, car seat, and booster seat for each student as required by California law

What are you authorizing Westerly to do?

Your authorization permits Westerly to submit your driver's license information to California DMV and receive your Driver Record Information, including periodic updates whenever there is any action taken against your driving privilege.

What does Westerly do with your driving information?

Westerly will review your Driver Record Information and use the following guidelines to determine your eligibility to drive:

- The number and frequency of any moving violations
- DUI violations (driving under the influence of alcohol or drugs) – based on last occurrence
- Felony convictions involving the use of a motor vehicle

Who makes the decision on whether you will be authorized to drive?

Dr. Lauren Plant, Head of School, and Toni DiNapoli, Business Manager, will review your driver's record and make the determination if you will be able to participate as a parent/guardian driver. Your name will be added to the Authorized Parent/Guardian Drivers list. All information will be confidential and only authorized personnel will have access to your Driver Record Information. Your records will be retained in a secure location regardless of your parent/guardian driver status. You can request a copy of your Driver Record Information from the Business Office in writing. Please allow two weeks for processing.

Insurance Verification

All Parent Drivers must submit evidence of insurance coverage which meets or exceeds the following:

Minimum Coverage Limit \$100,000 per person; \$300,000 per occurrence

In the event of an accident, it is understood that the parent/guardian driver's auto coverage will be the primary insured. Any insurance coverage carried by Westerly School may or may not apply to a parent/guardian volunteering to drive students to and from events off campus.

FORM 1 of 2

Parent/Guardian Driver Registration 2022-23

Your willingness to use your vehicle to transport students to a school-related function is very much appreciated. To ensure the safety of all students, volunteer drivers must meet the requirements described in the Parent/Guardian Drivers Policy.

First Name	Middle Name	Last Name
Valid Driver's License Number:		Expiration Date:
Name of Insurance Company		
Current Auto Policy Number:		

I certify the above information is correct and the insurance coverage on the above vehicle is in force. I further certify that the above vehicle is mechanically safe. I understand that I must have liability insurance coverage in force and agree to advise the School, in writing, of any changes in the above information.

I understand that I must proceed directly to and from the field trip destination, and that no unauthorized stops shall be made. I will respect all current traffic laws. I will ensure all students in the vehicle use seat belts, car seats, and booster seats as required by California law. I will not utilize my mobile device while driving Westerly Students per California law.

I understand that I shall not have a child as a sole passenger except if the child is my own.

I understand that when driving my own vehicle on school related business, including field trips, and I am involved in an accident, my insurance is used first. Any insurance coverage carried by Westerly School may or may not apply to a parent willingly driving students to and from events off campus.

If I do not comply with the above stipulations, I understand my Parent/Guardian driver privileges may be revoked.

- Attached is a copy of my Auto Insurance Declarations page.
- Attached is my authorization to pull my DMV Driver Record Information.

Minimum Coverage Limit: \$100,000 per person; \$300,000 per occurrence

I have read and understood the Parent/Guardian Drivers Policy.

Driver's Name: _____ Driver's Signature: _____

Name of Child/ren: Grade(s): _____ Grade(s): _____

Thank you for volunteering and for helping us to support safe practices!

FORM 2 of 2

Authorization for Release of Driver Record Information

I authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available my driving record to Westerly School of Long Beach.

I understand that Westerly School may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that my enrollment in the EPN program is in an effort to promote driver safety, and that my driver's license report will be released to Westerly School to determine my eligibility as a volunteer driver.

Driver's Name: _____ Driver's Signature: _____

CA Driver License Number: _____

A new Parent/Guardian Driver form must be filled out and submitted each school year. Please attach your updated Insurance Declaration page to this form.