



VOLUNTEER DRIVER FORM

2008 - 2009

Occasionally, a small group of Ruffing students may take a field trip where our office does not arrange transportation. The students either walk, or have a volunteer parent take them to their destination. The trips may be planned for research, preparation for an event, an act of kindness, or just for fun.

In order to drive students who are not your children, your automobile insurance coverage must be adequate. Here are the specifics: Your insurance card states your level of insurance coverage. It needs to be at least \$300/\$300. That means you are covered for \$300,000 per person and \$300,000 per accident. The standard coverage is \$100/\$300.

NOTE: If you carry an umbrella policy, check with your insurance agent for the actual coverage. This is not reflected on your insurance card, but in the declarations page of your insurance policy. For example, one parent has 100/300 coverage on the insurance card, but carries a \$ 1 million umbrella policy (covers home, auto, etc.). This effectively makes the coverage \$1.1 Million/\$1.3 Million. A quick call to your insurance agent may cover it. Ask your agent about your coverage (it is on your car insurance declaration page). If your coverage is sufficient, have your agent put your name on it, and fax it to Karen @ Ruffing (216-321-7568).

You are also required to submit a completed Background Check. (If you have a completed Background Check on file at Ruffing, there is no need to repeat the procedure). Several agencies provide this service. The school office has a list of these agencies operating in Cuyahoga County. The school will reimburse you for the cost involved. Please have the agency mail the results to Ruffing.

Registration for One Adult to be a Ruffing Volunteer Driver for 2008-2009:

I volunteer to transport children for the purpose of class field trips on an occasional and as-needed basis. I warrant that the vehicle I will use is in good repair and has functioning seatbelts for each passenger.

- I would be willing to drive for class trips other than my child's.
I possess a valid driver's license: License Number
I have points against my license. [Number, if any]
The declarations page of my insurance policy is attached.
The declaration page of my insurance policy is being faxed to Ruffing Montessori.
I have obtained a Civilian Background Check.
My receipt for this service is attached for reimbursement.

Agent's name & Company

Parent Driver : Name

Signature

Date