

# Driver Questionnaire

Georgia-Cumberland Conference  
Office of Education

**Directions:** Please have each volunteer driver used for school-related functions complete the questionnaire. **Keep the completed forms in the school files.**

Name: \_\_\_\_\_ Are you over 21 years of age? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State in which license is held: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you have a current auto insurance policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Carrier: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Limit of Liability: \$ \_\_\_\_\_

Medical/PIP Limit: \$ \_\_\_\_\_

Have you been involved in any fault accidents within the last three (3) years?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes," please describe below:

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Have you been cited for any moving violations within the last three (3) years?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes," please describe below:

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I understand that should I be involved in an accident while driving for the school, my insurance will be primary.

Further, I agree not to carry more passengers than the official rated load capacity for my vehicle. All vehicle occupants will be required to wear seat belts (no double belting allowed).

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

**FOR LOCAL USE**

Georgia-Cumberland Conference and Risk Management no longer insures or permits the usage of school, church, or privately owned 15 passenger vans to transport students.

Students may only be transported to/from school and to school functions under the following conditions:

**REQUIREMENTS FOR ALL DRIVERS**

1. In an effort to alert volunteer, for hire, and employee drivers of their responsibilities, as well as to screen volunteers for good driving records, the Georgia-Cumberland Conference Office of Education has developed a “Driver Questionnaire.” (See [www.gccsda.com](http://www.gccsda.com) education forms). ALL drivers must complete the questionnaire before being approved as a designated driver. The school has an obligation to know if a driver has a good driving record before they are allowed to drive students on school functions. The completed forms are to be kept on file. In the event of an accident that results in litigation, the school will then be able to prove that it did ask for driver information indicating the driver’s safety record. Each driver must have an acceptable record of not more than two traffic citations and no fault accidents in the last three (3) years
2. Drivers must be at least twenty-one (21) years of age, have a properly credentialed driver’s license, and be in good health.
3. No vehicle is to carry more than the officially rated passenger and load capacity.
4. Written parent consent must be obtained before students can be transported.
5. All students must wear appropriate seat belts as provided by the vehicle manufacturer. Under no circumstances shall students share restraints. Violations of this policy would result in insurance refusing to pay claims.

**PRIVATELY OWNED VEHICLES**

6. Per school policy students may be transported using insured privately owned and properly maintained passenger vehicles when authorized by local school administration.
7. Adventist Risk Management recommends that volunteers using privately owned vehicles have at least \$100/\$300 thousand liability coverage. Schools must satisfy themselves that drivers have at least state mandated minimum automobile liability and medical payment insurance. If an accident occurs, the volunteer’s insurance will be considered the primary coverage and ARM will be secondary up to \$1 million. Schools should send a letter to parents who are interested in participating in driving students to activities requesting a copy of proof of insurance and a copy of their driver’s license so at the time of the trip the paperwork is already completed and on file.

**SCHOOL/CHURCH OWNED VEHICLES**

8. All school/church owned vehicles must carry the appropriate insurance as required by NAD policy. Contact the conference treasury department for further details.
9. Vehicles, including a school **bus** or MFASB “**multi-function activity school bus**,” rated with a total capacity of up to 15 passengers (including the driver) may be used to transport students. MFASB vehicles have the appearance of a shortened bus and are not referred to as a van. Use the chart below to reference driver license requirements for each state.

<b>Tennessee*</b>	<b>Georgia*</b>	<b>North Carolina*</b>
Volunteer Driver: Regular class "D" driver's license is all that is needed.	Volunteer Driver: Regular class "C" driver's license is all that is needed.	Volunteer Driver: Regular class "C" driver's license is all that is needed provided GVWR is less than 26,001 pounds.
For Hire Driver: Requires a special "for hire" classification endorsement "F" on a regular driver's license with a medical card. The medical card is obtained by having a doctor's physical with paperwork sent into the state. The state will issue a medical card for up to two years.	For Hire Driver: May require a CDL (commercial driver license) with a bus endorsement depending on circumstances.	For Hire Driver: May require a CDL (commercial driver license) with a passenger endorsement depending on circumstances.
*last reviewed 1/2012	*last reviewed 1/2012	*last reviewed 1/2012

10. Vehicles rated with passenger capacity exceeding 15 require a commercial driver's license. Each state has varying requirements. Use the chart below as reference.

<b>Tennessee*</b>	<b>Georgia*</b>	<b>North Carolina*</b>
The state requires a CDL license with a class "S" endorsement. The driver must file with the state the equivalent of CDL FORM 2-C on school letterhead. The letter must include: name of driver, school name, who the driver is driving for, school year eligible to drive, weight of bus, bus passenger capacity. Must be done annually.	CDL required	CDL required
*last reviewed 1/2012	*last reviewed 1/2012	*last reviewed 1/2012