

# CARDEN ACADEMY GUIDELINES FOR DRIVERS

1. Be sure your car is in safe condition, with good brakes and tires (including the spare); and that you have enough gasoline.
2. The teacher is ultimately responsible for the safety of the students. A driver needs to be prepared to show proof of insurance, car registration and driver's license.
3. Everyone (students and adults) will be transported in vehicles designed by the manufacturer for carrying passengers. Students will not be transported in a camper attached to a truck. Only the cab or driver compartment will be used for passengers. All occupants in a private passenger motor vehicle MUST have their own seatbelts at all times.
4. Arrive at the departure point early enough to allow plenty of time for loading students, getting directions, and any last minute instructions.
5. Siblings are not permitted to attend the school activity.
6. All drivers and vehicles must remain with the children for the duration of the activity.
7. The teacher will provide drivers with:
  - A. Appropriate directions and vehicle assignment lists.
  - B. Directions/Map to destination. Be sure you know exactly where you are going.
8. Before leaving, review or explain safety rules:
  - A. Seat belts on at all times
  - B. Hands and arms inside
  - C. Noise must be kept at a level acceptable to driver
  - D. Special rules for your car
9. Observe speed and other traffic laws, not only for safety, but as an example to the students riding with you.
10. Alcohol shall not be used at any field trip function. Illegal substances shall not be used at any field trip.
11. Smoking in vehicle is prohibited. The use of tobacco products will not be permitted at any field trip function, except by adults in designated areas. Designated areas will be away from non-users.
12. Please make sure all the proper forms have been completed prior to driving. Teachers will provide these forms to you.
13. No car pools are to stop for treats either going to or returning from the trip.
14. Check with the teacher to determine whether or not souvenirs may be purchased.
15. Do not allow treats to be eaten in the cars either going to or returning from the trip.
16. Children are not allowed to sit in the front seat of the car if the car has an air bag.
17. Any discipline concerns should be referred to the teacher. Parents should refrain from making any hands on contact with the child.

# CARDEN ACADEMY DRIVER INFORMATION

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Name of Driver \_\_\_\_\_ Date \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Year and Make of Car \_\_\_\_\_ Car License \_\_\_\_\_

Number of **Passenger** Seat Belts (No Airbags) \_\_\_\_\_

Name of Insurance Carrier \_\_\_\_\_

Insurance Expiration Date \_\_\_\_\_

I understand that my own automobile insurance is primary coverage and Carden Academy does not provide any additional coverage for me or my automobile. The information provided above is accurate and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CARDEN ACADEMY  
2499 Homestead Rd.  
Santa Clara, CA 95050

Dear Parents:

Thank you for your willingness to drive your car at one or more of the functions involving the students from Carden Academy. Your generosity is greatly appreciated.

Our insurance company has required that we secure verification from parents who are transporting students that they are insured with adequate automobile liability protection. Please be reminded that each time your insurance expires and is renewed, you must fill out a new form for the school.

To assist us in this regard, please complete the lower portion of this notice and return it to the school office or your child's teacher.

Thank you.

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CARDEN ACADEMY  
2499 Homestead Rd.  
Santa Clara, CA 95050

NAME (Please print): \_\_\_\_\_

Address: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_

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

Policy Single Limit: \$ \_\_\_\_\_

OR

Bodily Injury  
Per Person \$ \_\_\_\_\_

Per Accident \$ \_\_\_\_\_

Property Damage \$ \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature