



## SILVERWOOD SCHOOL'S FIELD TRIP DRIVER REQUIREMENTS

Volunteers who drive and transport children other than their own on Silverwood School field trips must provide the office with the **Declaration Page** of their auto insurance policy prior to driving on field trips. Drivers whose insurance has expired or does not meet the minimum limits outlined below or those who have had traffic violations within the last three years will not be able to drive on school field trips due to restrictions placed upon Silverwood by its own insurance carrier. Failure to disclose traffic violations could be grounds for losing the privilege of driving on field trips.

Drivers should be aware that the office only keeps current information and shreds expired insurance information. Most policies expire every six months, so drivers should submit their information each time they renew their insurance policies. If you think you may drive at any point during the year, it is best to turn the Declaration Page in to the office at the beginning of the school year so we have it on file. If you don't have a copy available, your insurance agency can fax a copy to us at 360-697-7537 or email a copy to us at [office@silverwoodschool.org](mailto:office@silverwoodschool.org).

In the case of an accident, the driver's insurance will be used first.

### Driver Insurance Requirements

- ✓ Provide the office with proof of current insurance, including expiration date of policy.
- ✓ Provide the office with proof of the following insurance minimum liability limits listed below:
  - \$100,000 – Bodily injury
  - \$300,000 – Bodily injury per accident
  - \$ 50,000 – Property damage (\$100,000 is highly recommended)
- ✓ Report any traffic violations that have occurred within the past 3 years to the office.
- ✓ Submit a Washington State Patrol form (required of all volunteers).

Silverwood teachers and staff appreciate the dedication to our school and the gift of time our field trip drivers give. Experiential education is an important part of Silverwood School's curriculum, and our drivers are a big part of making it possible. Thank you!

*At Silverwood School, we challenge our students to become confident, compassionate citizens and skilled life-long learners – literate, motivated, and intellectually adventurous.*