

LCA VOLUNTEER DRIVER REQUIREMENTS

In an effort to alert volunteer drivers of their responsibilities, as well as to screen volunteers for good driving records, the Georgia-Cumberland Conference Office of Education has developed a "Volunteer Driver Questionnaire." **ALL** volunteer drivers for LCA must complete the questionnaire before being approved as a designated driver.

LCA makes every effort to help insure the safety of its students by only allowing drivers to transport students for school functions who have good driving records. 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.

Specific Requirements:

1. The minimum age for drivers is **twenty-one (21) years of age**.
2. Each driver must be properly licensed and have proper insurance in force. In addition, each driver must have an acceptable record of **not more than two traffic citations and no fault accidents in the last three (3) years**.
3. No vehicle is to carry more than the official rated load capacity and **all passengers must wear seat belts**. No double belting is allowed. Violations of this policy could result in insurance refusing to pay claims.
4. Adventist Risk Management recommends that volunteers have **at least \$100,000/\$300,000 liability coverage**. Schools must satisfy themselves that drivers have at least state mandated minimum automobile liability and medical payments insurance and a valid driver's license. If an accident occurs, the **volunteer's insurance will be considered primary coverage** and ARM will be secondary up to \$1 million.
5. Make sure to **comply with current Tennessee Booster Seat Laws**.
6. Please make sure you have a **copy of your current driver's license and a copy of your current insurance information on file at LCA** if you plan to volunteer to drive on any school functions.

We thank you very much for being willing to help LCA by driving for school functions. We could not enjoy field trips and other important activities without parent's/guardian's willingness to help out in this area.