

**ASHLAND PUBLIC SCHOOLS
VOLUNTEER DRIVER INFORMATION FORM**

(ONE DRIVER PER FORM)

1. Please complete this form and return it to the Office Manager at your child's school. We appreciate your interest in volunteering and the time it takes to complete this application.

Check one: ___ Parent ___ School Employee ___ Volunteer

Name of School(s) _____

If driving for a sport/club activity at the high school, indicate which one _____

Student Name _____ Homeroom Teacher _____

Print Driver's Full Name _____

Address _____ Phone (541) _____

Driver License Number _____ State _____ Expiration Date _____

Date of Birth _____ Date Vehicle Last Inspected _____

Name of Insurance Company _____

Insurance Policy Number _____ Number of seat belts in vehicle to be driven _____

2. Your insurance must meet or exceed the following minimum requirements:

\$100,000 per person

\$300,000 per accident for bodily injury

\$10,000 per accident for property damage

\$25,000 per person and \$50,000 per accident for uninsured motorist coverage

\$15,000 per accident for personal injury protection

3. Complete the Annual Maintenance Inspection Report on the second page of this form.

4. Please go to the local DMV office and request your 3-year driving record. The cost is \$1.50, payable by the volunteer driver. You may request that the report be mailed or faxed to you, the school office manager, or the high school athletic office (482-8298 fax). If the report is sent to the volunteer, please bring it to the office manager as soon as possible. This report must be reviewed by school personnel prior to driving students. Allow at least one week for processing by DMV.

Driver's Signature _____ Date _____



PRIVATE VEHICLE ANNUAL MAINTENANCE INSPECTION REPORT

School _____ Jackson County Date _____

Year & Make _____ Type and Capacity _____

License Number _____ Odometer Reading _____ Contractor _____

Each Vehicle used to transport pupils shall be inspected annually. Complete this form and send to the Business Office, Ashland School District, 885 Siskiyou Blvd, Ashland OR 97520.

	OK	Repair Date		OK	Repair Date
I. CHASSIS (remove wheels)			IV DRIVER COMPARTMENT		
1 Brakes (lining, cylinders, drums, vacuum or air tanks, drain valves, diaphragm, lines, hoses).....	_____	_____	1 Inside Mirror.....	_____	_____
2 Steering (linkage, adjustment, kingpins, bearings, PS operation, hoses).....	_____	_____	2 Sun Visor (protected edge).....	_____	_____
3 Spring Assemblies (shackles, U-bolts).....	_____	_____	3 Wipers (motor, arms, blades).....	_____	_____
4 Shock Absorbers (leak, mounting).....	_____	_____	4 Windshield Washers.....	_____	_____
5 Wheels (rims, bolts, lugs).....	_____	_____	5 Instruments Panel (speedometer, ammeter, oil pressure, water temp, fuel gauge & warning, tachometer (auto transmission, temp gauge).....	_____	_____
6 Tires (cuts, bruises, breaks, tread, uneven wear).....	_____	_____	6 Heater.....	_____	_____
7 Motor Mounts.....	_____	_____	7 Defroster.....	_____	_____
8 Clutch and Bearings (adjust, noise).....	_____	_____	8 Dome Light.....	_____	_____
9 Transmission (noise, leaks, slip-out).....	_____	_____	9 Horn.....	_____	_____
10 Drive Line (U-joints, bearings, guards).....	_____	_____	10 Fire Extinguisher.....	_____	_____
11 Parking Break (holds securely).....	_____	_____	11 Emergency Triangle Reflector Kit or Flares.....	_____	_____
12 Frame and Body Mounting.....	_____	_____	12 First Aid Kit.....	_____	_____
13 Fuel Tank (supports, filler, lines, pump, filter, (exhaust shield).....	_____	_____	13 Driver Seat, Seat Belt (retractors or holders).....	_____	_____
14 Differential (oil level, leaks, vents, play)....	_____	_____	14 Blood Spill Kit.....	_____	_____
15 Exhaust system (leaks, hangers)	_____	_____			
II ENGINE COMPARTMENT			V LIGHTS		
1 Hood and Clamps (secure, open easily).....	_____	_____	1 Headlights (low beam, high beam, Indicator).....	_____	_____
2 Cooling System (leaks, hoses).....	_____	_____	2 Turn Signals, Indicator (hazard light switch).....	_____	_____
3 Engine (tuned, serviced).....	_____	_____	3 Stop.....	_____	_____
4 Check for Oil, Grease, and Fuel leaks.....	_____	_____	4 Tail.....	_____	_____
5 Battery (hold down, wiring).....	_____	_____	5 Backup.....	_____	_____
6 Belts (wear, adjustment).....	_____	_____	6 Reflector.....	_____	_____
7 Cleanliness.....	_____	_____			
III INTERIOR			VI EXTERIOR		
1 Seats (securely fastened, frames, padding, cushion, retention).....	_____	_____	1 Paint and Sheet Metal (no sharp Edges).....	_____	_____
2 Windows (broken glass, latches).....	_____	_____			

Signature of person maintaining vehicle

Date _____