



# 3040-B (School Use of Private Vehicle)

**This form is to be completed by drivers of all vehicles that transport students to official school activities. Original form is to be filed in the school office.**

**\*Drivers who are school students are to complete Form 3040-C available from the school office.**

\_\_\_\_\_  
**Driver's Name** (please PRINT clearly)

\_\_\_\_\_  
**Registered Owner's Name** (please PRINT clearly)

\_\_\_\_\_  
**Driver's Phone Number:**

\_\_\_\_\_  
**Address of Registered Owner:**

\_\_\_\_\_  
**Vehicle License Number**

\_\_\_\_\_  
**Model/Year of Vehicle**

**PLEASE BE AWARE OF THE FOLLOWING IMPORTANT INFORMATION:**

1. Board Policy requires that a minimum of \$1,000,000 liability insurance be carried on any vehicle used to transport students to or from a school function.
2. An Elementary child or any other child of small stature **MAY NOT RIDE** in a front passenger seat.
3. Effective July 1, 2008, all drivers are responsible for complying with BC's new child passenger laws requiring the use of approved booster seats for all children weighing at least 18 kg (40 lbs) who are under 9 years of age, and less than 145cm (4'9") tall.
4. Booster seats *must* be fitted in a rear passenger seat which is equipped with a shoulder belt, a lap belt and a headrest

**The above vehicle has \_\_\_\_\_ seat belts in good working order.**

- I carry a valid driver's license and a minimum of \$1,000,000 liability insurance.
- I will ensure that each passenger under the age of 9 and weighing at least 18 kg (40 lbs) who has not yet reached 145 cm (4'9"), is seated in a properly installed booster seat.
- I will ensure that booster seats are installed in rear passenger seating that is equipped with a shoulder belt, lap belt and a headrest.
- I will ensure that passengers wear a seat belt.
- The vehicle is in good mechanical shape and road worthy.

Driver's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For a complete version of Saanich's field trip policy, please contact your school office or refer to our District website at [www.sd63.bc.ca](http://www.sd63.bc.ca)**