



## WPS Field Trip Volunteer Driver Verification Form

Volunteer Driver Name \_\_\_\_\_

Driver's License Number \_\_\_\_\_

License Expiration Date \_\_\_\_\_  
(Please attach a photo copy to this form.)

Faculty member sponsoring the trip: \_\_\_\_\_

Field Trip Destination: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_

Parents/Guardians may drive students, other than their own child, IF they meet the following conditions:

\_\_\_\_\_ (1) Parent/Guardian is CORI'd by WPS. (Forms are available in the school's main office and are submitted to Valerie Spruill in Personnel for processing.)

\_\_\_\_\_ (2) Parent/Guardian confirms having car insurance. (Parent/Guardian should be informed that their insurance is the primary coverage in this circumstance.)

\_\_\_\_\_ (3) Parent/Guardian's vehicle has seatbelts for all passengers and seatbelts must be worn.

Wellesley Public School employees cannot drive students on WPS trips; they can meet the students at the destination. If a bus is used to transport students, there must be enough chaperones to monitor students on the bus.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**This form must be kept by the faculty member sponsoring the trip, along with the permission slip for each student.**