



COTTONWOOD INSTITUTE

"Changing the world, one adventure at a time!"

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TRANSPORTATION GUIDELINES FORM

Individuals may transport students during Cottonwood Institute ("Cottonwood") Field Trips, Weekend Overnight Camping Trips, and other programs and activities. Before transporting participants in Cottonwood programs, drivers must read, understand and agree to be bound by the terms set forth below.

Driver Name	Driver's License #	Model/Year of Car	# of Seatbelts	Total # of Passengers
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Insurance Coverage:

- Persons are not permitted to transport participants until they provide Cottonwood the following information:
 - Proof of insurance coverage that at a minimum includes the following policy limits:
 - \$100,000/\$300,000 Liability
 - \$50,000 Property Damage
 - \$25,000/\$50,000 Uninsured Motorist
 - A copy of their valid driver's license

Safety Considerations:

- Before persons transport participants, drivers are required to conduct a reasonable inspection of the vehicle, including but not limited to a review of the following vehicle safety specifications:
 - Check that the vehicle, including the horn, all external lights, including headlights, brake lights, turning signals and hazards, works properly. Check the operation of the windshield wipers, and confirm that the vehicle has enough wiper fluid, especially in the winter.
 - Require and confirm that all passengers, including the driver, wear seatbelts at all times when the vehicle is in operation.
 - Drivers should not be distracted while the vehicle is in operation. Drivers are not permitted to use cell phones, blackberries or any other handheld electronic devices, and are not permitted to operate the radio or sound system, look at maps, or otherwise engage in any distracting activity while the vehicle is in operation. If the driver must use a cell phone, blackberry or any other handheld electronic device, operate the radio or sound system, look at maps, or otherwise engage in any distracting activity, then they are only permitted to do so when the vehicle is safely pulled over and the ignition to the vehicle is in an "off" position.

General Provisions:

- I certify that the driver is at least 21 years old.
- I have attached a copy of my valid driver's license.
- I have attached proof of my vehicle insurance coverage.
- I have reviewed the Transportation Guidelines set forth herein, I understand my responsibilities and duties as a driver for Cottonwood, and I agree to comply with all the guidelines set forth herein whenever I serve as a driver for Cottonwood. I have had the opportunity to ask questions of, and receive answers from, Cottonwood regarding these Transportation Guidelines.
- I understand that Cottonwood does NOT provide insurance for any accidents, nor does it provide any insurance for any person who drives any individual(s) who participates in the Cottonwood programs.
- I understand that I am personally responsible for any accident or injury that occurs while transporting participants on behalf of Cottonwood.

I have carefully read these Transportation Guidelines, and I understand all of the terms and policies set forth herein. I voluntarily sign this document and acknowledge that it shall be effective and binding upon me, my minor children, and other family members, and my heirs, executors, representatives and estate in connection with any transport of any Cottonwood participant at any time.

Driver Signature:

Date:

Print Name Here: