

**Newton Christian School**  
**Volunteer/Employee Vehicle Usage Form When Transporting Students**

Please check one:  Volunteer  Employee

Please complete this form and return it to the school for review and approval.

**DRIVER INFORMATION**

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Driver's license # \_\_\_\_\_ Class \_\_\_\_\_ Expiration date \_\_\_\_\_

**VEHICLE #1 INFORMATION**

Name of Owner \_\_\_\_\_ License Plate # \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Vehicle make \_\_\_\_\_ Model Year \_\_\_\_\_ Seating cap. \_\_\_\_\_

**VEHICLE #2 INFORMATION**

Name of Owner \_\_\_\_\_ License Plate # \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Vehicle make \_\_\_\_\_ Model Year \_\_\_\_\_ Seating cap. \_\_\_\_\_

**DRIVER STATEMENT: I CERTIFY THAT:**

- We recommend that any driver of a private vehicle follow all the manufacturer's recommendations when transporting students.
- The vehicle is equipped with seat belts for all occupants.
- I am 21 years of age or older.
- I have had a valid Iowa driver's license for at least three (3) years and there are no restrictions preventing me from transporting students in my vehicle.
- I meet State of Iowa vehicle insurance requirements.
- The information provided by me in this form is true and correct.
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*Volunteer/Employee's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*School Administrator's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

ORIGINAL FORM TO BE KEPT AT SCHOOL

**Newton Christian School**  
**Guidelines for Volunteer/Employees When Transporting Students**

1. Drivers must complete and sign the vehicle usage form.
2. Iowa law requires every child to be properly secured in a child restraint (car seat, booster or other certified product) that meets federal motor vehicle safety standards until the child is 6 years old. The parent of the child being transported is to provide the restraint system.
3. The number of passengers may not exceed the number for which your vehicle is designed. Students are not to be transported in open-bed pickup trucks, soft-topped cars, convertibles, campers, trailers or pickup trucks with no back row of seats.
4. Each passenger must use a seat belt; sharing the seatbelt is not permitted.
5. Children under 12 will not be transported in a front seat equipped with an air bag.
6. Driver must refrain from texting while driving and should move the vehicle to a safe location in order to use a cell phone.
7. Emergency information for all occupants must be carried in the vehicle, and it is recommended that a first-aid kit and fire extinguisher be carried as well.