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Temple Topics

Information for employee/volunteers/field trip drivers using their vehicles for Temple business

Sometimes it is necessary for your staff or volunteers to use their personal cars on Temple business. You should maintain evidence that they have vehicle liability insurance. The following can be modified to fit your Temple's needs and can be used for general use of their vehicles or for a vehicle owner when a vehicle is used for a field trip or other Temple activity.

Insurance Information

- (1) From time to time you may use your personal vehicle on Temple business or
- (2) Field trips are a major part of our program at **FILL IN NAME**. For most class trips, **FILL IN NAME** hires buses. On certain occasions, however, we may depend on parents and teachers to drive for local trips.

We have established some basic requirements to help protect the Temple **FILL IN NAME** children, the parents, and the teachers who drive.

We require each child riding in a car to wear a seatbelt at all times and sit in the back seats only.

Our insurance company requires us to obtain:

A COPY OF THE AUTOMOBILE DECLARATION SHEET SHOWING THE LIMIT/AMOUNTS OF YOUR COVERAGE.

You are required to have at least the following insurance coverage limits:

- \$100,000 per person, per accident
- \$300,000 bodily injury, per accident
- \$50,000 property damage, per accident

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FILL IN NAME must obtain a copy of your insurance coverage at the beginning of each school year. As the registered owner of any vehicle, you have the ultimate financial and legal responsibility for any accidents which might occur. Please note: Your proof of insurance card is not acceptable.

Damage to your vehicle is covered under your insurance policy, not the organization.

If you do not currently meet the above requirements, and would like to drive for a field trip, please contact your insurance agent to inquire about raising your limits.

PLEASE RETURN THIS PORTION WITH A PHOTOCOPY OF YOUR VEHICLE(S)' INSURANCE DECLARATION SHEET.

FILL IN NAME **Employee/Volunteer Driver Insurance Information**

Or

FILL IN NAME **Field Trip Driver Insurance Information**

Student Name

Teacher Name

Parent Name

Daytime Phone Number

Street Address

City and Zip Code

Number of Seat Belts

Date

For a more complete discussion of the things you can do to protect your Temple call us at 800 BERKETT. We are a leader in providing insurance services to Temples. We are here to help.