

## **Academy Requirements for Volunteer Drivers**

If you are currently a Phillips Academy volunteer or host family member, or you plan to volunteer for the academy, please print, review, sign and return this document to: Human Resources Office, Phillips Academy, George Washington Hall, 2nd floor, 180 Main Street, Andover, MA 01810. If you have any questions, please contact Maureen Ferris ([mferris@andover.edu](mailto:mferris@andover.edu)) or Stephanie Donovan ([sdonovan@andover.edu](mailto:sdonovan@andover.edu)).

Following are the requirements that must be met by parents who volunteer to provide transportation to academy students for community service, athletics or some other component of the academic program. (This does not include parents of academy students who may drive student friends of their children who visit their homes for social activities.)

1. Volunteer drivers must provide evidence of at least \$100,000 per injury and \$300,000 per accident motor vehicle liability insurance. The academy highly recommends \$250,000 per injury, \$500,000 per accident with a \$1 million personal liability umbrella. A liability limit of \$100,000 per injury will not go very far in a serious accident.
2. Volunteer drivers must obtain a copy of their driving record from the Massachusetts Registry of Motor Vehicles and provide it to the human resources office. Drivers with serious moving violations or accidents will not be permitted to volunteer to drive academy students.
3. Volunteer drivers who will have unsupervised contact with academy students must contact the human resources office and arrange to participate in the harassment awareness training required of all faculty and staff.
4. Volunteer drivers must take the computerized van driver training accessible through the computers in the PACC before they may drive an academy vehicle.
5. Volunteer drivers must also take a road test in an academy rally wagon before they may drive an academy vehicle.
6. An approved volunteer driver must report any traffic violation, other than parking tickets, or loss of license to the human resources office as soon as it occurs. The human resources office will determine whether the volunteer driver can continue to volunteer in this role.
7. In the event of an accident that occurs while academy students are being transported, the driver will be sure that the police respond to the scene of the accident and that a complete accident report is filed with the police department and with the academy.

I have read and received a copy of this document.

Signature \_\_\_\_\_

Date \_\_\_\_\_