



Thank you for volunteering your time, and your automobile, to help transport our Students to off-site events or activities. In order to protect the health and safety of our Students, our District requires that anyone (employee or volunteer) using their personal automobile to transport Students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least 5 days before you transport our Students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

REQUIRED INFORMATION

School: _____

Driver's Name: _____ Driver's License No. & Exp. Date _____

Address of Driver: _____

Best Phone No: _____

VEHICLE AND INSURANCE INFORMATION

Automobile Year/Make/Model: _____

Vehicle License Plate No. _____

Insurance Carrier: _____

Policy Number _____ Expiration Date _____

Liability Coverage Limits _____

I understand that The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

I certify that I have met the minimum vehicle insurance requirements per occurrence as listed below.

- Bodily Injury Liability (BI): Each Individual - \$100,000; Bodily Injury Total Each Accident - \$300,000
- Property Damage Liability (PD): Total Each Accident - \$50,000

I certify the above information is correct and the insurance coverage is in force. I understand I must have liability insurance coverage in force and agree to advise the District, in writing, of any changes in the above information. I further certify that to the best of my knowledge, the above vehicle is mechanically safe, and that I have read and understand the District Personal Vehicle Use Policy listed on the following pages.

Driver Signature

Date



PERSONAL VEHICLE USE POLICY

Drivers and private vehicles being operated for District purposes must meet or exceed the following guidelines:

1. All drivers, employees and volunteers, must be approved by the Risk Management administrator.
2. Each driver must:
 - a. Possess a valid driver's license.
 - b. Be at least 21 years of age
3. Use of appropriate Vehicle Form must be completed and on file before each trip is taken.
 - a. District employees must complete a new form at the beginning of each semester.
 - b. Proof of valid insurance must be attached to this form.
 - c. A copy of a valid driver's license must be attached to this form.
4. The driver must either be the owner of the vehicle in use and/or identified as an additional insured under the auto policy, unless the vehicle is rented.
5. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
6. No adult may operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind.
7. Prior to departure, the driver shall be instructed as follows:
 - a. Inspect the vehicle for safety: tires, brakes, lights, horn, etc.
 - b. Follow and enforce all safety recommendations of the vehicle manufacturer.
 - c. Follow the most direct route, and avoid unnecessary stops.
 - d. Do not carry non-District personnel, non-students, or other "guests" as passengers.
8. The vehicle must not be designed, used, or maintained to carry more than 8 passengers including the driver. Otherwise, a commercial driver's license may be required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
9. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
 - a. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Child passenger restraint systems are required for children under eight (8) years of age *or* under 4'9" tall.
 - b. All passengers must wear his/her own seat belt. Seat belts are not to be shared.
 - c. Passengers will only ride in the cab if trucks are used.
10. All vehicles must be covered by liability insurance. Minimum liability insurance coverage limits are:
Bodily Injury Each Person: \$100,000; Bodily Injury Each Accident: \$300,000; Property Damage Each Accident: \$50,000
11. The site administrator/program director or designee must approve in advance trip routes to points outside of the District in excess of ten (10) miles.