

San Lorenzo Valley Unified School District

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

E 3541.1(a)

PERSONAL VEHICLE USE FORM

DRIVER

Driver (Circle One): Employee Parent/Guardian Volunteer
Name: Phone: Birthdate:
Address:
Driver's License #: Expiration Date:
(Copy Attached)

VEHICLE

Year/Make of Auto: Vehicle License #: Vehicle Seating Capacity:
Registered Owners Name: Registration Expiration Date:

INSURANCE

Insurance Carrier/Agent: Phone:
Liability Limits: Policy #:
(Copy Attached)
Expiration Date: Driving Restrictions:

DRIVER STATEMENT

Certification for each items must be checked.....

I certify that the above information is true and correct and that the insurance coverage is in force. I understand that if I am performing work for the School District and in the course of my duties I will need to utilize my personal vehicle, I must have liability insurance coverage in force as required by the State of California* and agree to advise the District, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe and that I am in good personal health.

I certify that I have not been convicted of reckless driving or driving within the past five years.

I certify that I will not drive under the influence of drugs, alcohol, or prescription medication.

I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the District.

I shall follow all vehicle code requirements and regulations.

Signed Date

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law, your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

District Administration may obtain employee driving record checks from the California Department of Motor Vehicles which are a matter of public record.*

FOR SITE OFFICE TO COMPLETE

Site: Site Phone Number

Site Administrator Approval Date

District Office Approval (if applicable)

Approved Until (Date) Not Approved

*State of California Insurance Requirements: \$100,000 per person, \$300,000 per occurrence, \$50,000 property.

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

1. Be sure that you have registered with the School for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law* for each occurrence.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment. No more than nine (9) students can be carried in one vehicle regardless of the size of the vehicle.
4. It is the driver's responsibility to ensure that all vehicle occupants use passenger restraint systems in accordance with the law. Children under 8 years of age (unless exempted in accordance with Vehicle Code 27360 or 27363) must be properly secured in a rear seat booster seat; however, children who are under 8 years of age who are also at least 4'9" tall may be restrained by a seat belt rather than a booster seat.
5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to and from the destination or event without unnecessary stops.
8. Unauthorized non-District personnel, students, or guests are prohibited from riding in the vehicle while on District business.
9. Driver is prohibited from using a hand held cell phone while operating a vehicle as required by law.
10. No student shall ride in the front seat of a private vehicle with the exception of students in grades six through eight who are the children of the driver.

IN CASE OF AN EMERGENCY KEEP ALL STUDENTS TOGETHER AND CALL 911 AND THE SCHOOL.

****State of California Insurance Requirements: \$100,000 per person, \$300,000 per occurrence, \$50,000 property***