



## School Driver/Volunteer Certification/Parent Permission Form

School Name:	School Year: <b>2023-2024</b>
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Name:	DOB:
Address:	Driver's License #:
Telephone:	Expiration Date:

Do you have any physical condition, or are you taking medication, which would affect driving safely?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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APPROVAL FOR:	<input type="checkbox"/> School Suburbans Certificated staff only!	<input type="checkbox"/> Personal Vehicle * <input type="checkbox"/> Rented Vehicle *	<input type="checkbox"/> Volunteer Driver * <input type="checkbox"/> Student Driver *
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<b>*VEHICLE INFORMATION:</b> Please fill out for Personal, Rented Vehicles and Student Drivers. For Rented Vehicles provide Company information below:	Year: _____      Make: _____
Registered Owner:	License Plate #:
Address:	Registration Expiration:
Telephone:	Seating Capacity:

Insurance Information: <b>(please attached a DL copy and policy declarations page showing limits)</b> Have you had a moving violation and/or accident within the past year? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain and give the date of the incident:
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Insurance Company:	Policy #:
Policy Liability Limits: \$	Expiration Date:

**The recommended acceptable liability limits for privately owned vehicles is \$100,000 per occurrence. If you transport students often, it is recommended that your coverage be at least \$300,000 per occurrence. However, the District will accept CA State limits shown on insurance card or on the declarations page.**

I certify that I have read, understand, and initialed the attached Personal Vehicle Use Instructions/Guidelines and that the information given is true and correct. I understand if an accident occurs involving my private vehicle, my insurance coverage shall bear the only responsibility for any losses or claims for damages. **Student drivers may drive themselves to school activities, however there may be no other passengers in the vehicle, including, but not limited to, teammates, friends, or any other non-family member under the age of 21. I am attaching a copy of my DL and insurance policy showing dollar amounts and dates of coverage.**

Parent/Staff/Volunteer Signature:	Date:
Student Signature (if student driver):	Date:
Principal's Approval:	Date:



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### VOLUNTEER DRIVER VEHICLE INSTRUCTIONS

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

1. All drivers must be approved by the school or site administrator. **Licensed and authorized students may drive themselves to activities. However, there may be no other passengers in the vehicle.**
2. Each driver must:
  - a. Possess a valid DL and valid insurance.
  - b. Only Certificated Staff can drive school Suburbans if they are at least 25 years of age. (No parent drivers.)
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 insurance must be attached to this form. (Auto Insurance Declaration Page or CA insurance card including policy limits and effective dates.)**
  - c. **A copy of a valid DL must be attached to this form.**
4. The driver must own or be the renter of the vehicle in use in which case it is recommended additional insurance from the rental company be purchased and attached to this form.
5. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
6. All drivers are to obey all laws regarding electronic wireless communication, including but not limited to: telephone calls, writing, sending, or reading text messages, instant messages, and e-mail messages.
7. No adult may smoke or otherwise use tobacco products, alcohol, or drugs while there are minors in the vehicle.
8. 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.
9. The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial DL is required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
10. In no case shall the number of passengers, including the 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 feet, 9 inches in height.
  - b. All passengers eight (8) years of age and older 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.
11. All vehicles must be covered by liability insurance. The recommended acceptable liability limits for privately owned vehicles is \$100,000 per occurrence. If you transport students often, it is recommended that your coverage be at least \$300,000 per occurrence. However, the District will accept CA State limits shown on insurance card or on the declarations page.
12. 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.
13. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State, or Federal agencies authorized to monitor road conditions.

**Driver's Initial:** \_\_\_\_\_