



**VICTOR VALLEY UNION HIGH SCHOOL DISTRICT**  
**FIELD TRIP BY PRIVATE VEHICLE FORM**

- **FORM STARTS AT THE SCHOOL SITE-PRINCIPAL SIGNS OFF FIRST**
- **MUST BE SUBMITTED 1 WEEK BEFORE DRIVING TO ENSURE COMPLETION**
- **INSURANCE DOCUMENT MUST BE THE DECLARATION PAGE SHOWING COVERAGE LIMITS-NOT THE CARD SHOWING PROOF OF INSURANCE**

Please attach a photocopy of the following: (1) **“Proof of Insurance”** provided by your automobile insurance company that indicates expiration date of insurance and liability limits, (2) **driver’s license**, and (3) a current (within 90 days) **DMV H-6 form**. **Applications will be returned and considered rejected if these requirements are not attached upon submission.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Site \_\_\_\_\_ Purpose/Destination \_\_\_\_\_

Driver’s License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Year/Make of Auto: \_\_\_\_\_ Vehicle License #: \_\_\_\_\_

Your privately owned vehicle must have minimum insurance. Requirements are outlined as follows:

<b>Public Liability Bodily Injury</b>	<b>\$100,000-\$300,000 per accident</b>
<b>Property Damage</b>	<b>\$25,000 per accident</b>
<b>Medical</b>	<b>\$5000 per accident</b>
<b>Single Limit</b>	<b>\$300,000 per accident</b>

Insurance Carrier/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Driving Restrictions: \_\_\_\_\_

I certify that the above information is correct and that the insurance coverage is in force. 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 to the best of my knowledge the above vehicle is mechanically safe.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Site Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

District Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Approved For School Year \_\_\_\_\_ Not Approved \_\_\_\_\_

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.

All persons driving on District business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-District personnel or students or guests as passengers; (4) not carry more than 7 students, no matter what size of vehicle, (5) ensure that all vehicle occupants use seat belts if available in the vehicle, and (6) the minimum age of any driver shall not be less than twenty-one (21) years of age. In addition, all employees and volunteers of the district will be cleared through the Megan's Law database and the Department of Justice.