



**WESTERN PLACER  
UNIFIED SCHOOL DISTRICT**

600 SIXTH STREET, SUITE 400  
LINCOLN CA 95648  
916.645.6350 FAX 916.6445.6356

# Volunteer Vehicle Usage when Transporting Students

**YOU MUST ATTACH A COPY OF YOUR DMV RECORD**

Please check one:  Volunteer  Employee

Please complete this form and return it to the school site administrator for review and approval.

**DRIVER AND INSURANCE INFORMATION**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Expiration \_\_\_\_\_

Moving violations received, if any, in the past 3 years? # \_\_\_\_\_ Explain\* \_\_\_\_\_

Number of accidents, if any, in the past 3 years? # \_\_\_\_\_ Explain\* \_\_\_\_\_

\* Use additional sheet, if necessary, for explanation and attach it to this form.

Insurance Company \_\_\_\_\_ Phone \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiration \_\_\_\_\_

**VEHICLE INFORMATION**

Registered Owner \_\_\_\_\_ License Plate# \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Seating Cap \_\_\_\_\_

**DRIVER STATEMENT**

I certify that:

- I will follow all the manufacturer's recommendations when transporting students.
- The vehicle is equipped with seat belts for all occupants.
- The vehicle is regularly maintained, kept in good mechanical condition and is currently registered with DMV.
- I am 21 years of age or older.
- I possess a valid California driver's license or a valid license from my state of residence and am on active military duty in California. My license has no restrictions preventing me from transporting students in my vehicle.
- I have been a licensed driver for at least (3) three years.
- I have had no convictions for reckless or drunk driving or other major violations.
- I meet the following Western Placer Unified School District's minimum vehicle insurance requirements of Bodily Injury Liability \$100,000 per person and \$300,000 per accident and Property Damage Liability \$50,000 per accident.
- Submission of this form does not constitute approval and must be approved by the site administrator before driver is authorized to drive students.
- The information provided by me in this form is true and correct.

California law provides as follows: "All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving such claims." (Education Code Section 35330)

**MY SIGNATURE ON THIS FORM SHALL CONSTITUTE AN INFORMED AND KNOWING WAIVER AS REQUIRED BY LAW.**

Volunteer/Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

School Site Name \_\_\_\_\_

## **Western Placer Unified School District Guidelines for Volunteer/Employees When Transporting Students Risk Management**

The Western Placer Unified School District does not provide collision, comprehensive, or medical insurance coverage for volunteers/employees driving their own vehicles.

The following requirements must be complied with:

1. Parent volunteers must be fingerprinted (LiveScan) and TB Test Results (within the past 4 years).
2. Five (5) days prior to their first field trip, drivers should complete a new form to be kept on file at the school for future trips. Do not send the original or copy to Risk Management.
3. Incomplete forms will result in the volunteer/employee NOT being permitted to transport students in his/her private vehicle on officially authorized school related activities.
4. California law requires every child to be properly secured in a child restraint (car seat, booster or other certified product) that meets federal motor vehicle safety standards until the child is 6 years old or weighs at least 60 pounds. The parent of the child being transported is to provide the restraint system.
5. The number of passengers may not exceed the number for which the vehicle is designed and never more than a total of ten including the driver. Students are not to be transported in open-bed pickup trucks or trailers.
6. Each passenger must use a seat belt; sharing the seatbelt is not permitted.
7. Emergency information for all occupants must be carried in the vehicle and it is recommended that a first-aid kit and fire extinguisher be carried as well.
8. DMV Record printout must be included in forms submitted (see below on how to obtain)

**Report accidents or injuries to school as soon as possible.**

**DMV RECORD** - One can quickly obtain a copy of his/her driving record from DMV online for a fee of \$2. In order to do so, follow the link below, register online and then pay via credit card. The record is available instantly for printing or saving and emailing.

<http://www.dmv.ca.gov/online/dr/welcome.htm>