



SANTA CLARA
UNIFIED SCHOOL DISTRICT

School/Department: _____
School Year: _____

Annual Authorization for Volunteer or District Drivers

<input type="checkbox"/> Parent Volunteer	<input type="checkbox"/> District Employee
<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> District Vehicle (Employees only)

Driver's Information	Driver's Certification:
Driver's Name:	By signing, I agree to follow all laws of the road when operating a Santa Clara Unified School District vehicle or while transporting Santa Clara Unified School District students in my personal vehicle.
Driver's License Number:	
Driver's License Class:	I agree to keep all necessary licenses and insurance current and will supply copies to the transportation department (or my department to send to transportation) when any changes or updates are made.
Driver's License Exp:	
Driver's Contact Number:	I agree that I will immediately report to my supervisor or school site any accident that occurs while I am operating a Santa Clara Unified School District vehicle or while transporting Santa Clara Unified School District students in my personal vehicle.
Email:	
Signature:	I agree to immediately report any changes to my license that would affect my legal ability to operate a Santa Clara Unified School District vehicle or to transport Santa Clara Unified School District students in my personal vehicle.

Supervisor's Information
Supervisor Name:
Title:
Phone Number:
Email:
Signature:

	Information
Transportation Department Use Only:	The following MUST be submitted with this form prior to approval
Approved: <input type="checkbox"/>	<u>Parent Volunteers & District Employees Driving Personal Vehicle:</u> Copy of Insurance Coverage providing a minimum of: \$100,000 per person bodily injury \$300,000 per occurrence \$50,000 Property damage
Not Approved: <input type="checkbox"/>	<u>All Drivers:</u> Copy of Driver's License DMV H-6 report (can only be obtain by visiting a DMV office) DMV K-4 report can be submitted annually AFTER being initially approved by transportation with H-6
Authorized Admin Signature:	<u>District Employees:</u> In lieu of annual reapproval K-4 report, employees can opt to be added to the district pull notice program by filling out the DMV "Authorization for Release of Driver Record Information" form (INF 1101)
Date:	