

## DRIVER INSTRUCTIONS

Drivers and personal vehicles operated for district purposes must meet or exceed the following guidelines:

1. The school or site administrator must approve all volunteer and employee drivers.
2. Volunteer Information Form and Chaperone Form must be completed yearly and on file in the school office.
3. Each driver must:
  - a. Possess a valid California driver's license
  - b. Be at least 21 years of age or older
  - c. Be the registered owner of the vehicle, unless the vehicle is rented
4. The "Field Trip by Private Vehicle Driver's Statement" form must be completed and on file with the site before each trip is taken. The following must be attached to the Driver's Statement.
  - a. Valid proof of insurance policy with coverage and limits.
  - b. Valid California driver license
  - c. Vehicle registration, unless vehicle is rented.
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. The "rule of three" is used when transporting students in personal vehicles. At least two adults are required to transport a single student. At least two students must be present if transported by a single adult.
8. No adult may smoke or otherwise use tobacco products, including vapor products, alcohol, or drugs while there are minors or students in the vehicle. Drivers may not consume alcohol for the duration of the field trip.
9. 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. Do not make side trips as the trip is approved only from school to the destination and directly back to school.
  - d. Do not carry non-District personnel, non-students, or other "guests" as passengers.
  - e. Pull up to curb to pick up students.
10. The vehicle must not be designed, used, or maintained to carry more than 10 people including the driver.  
*Otherwise, a commercial driver license is required, and the vehicle must be a school bus or pupil activity bus/van as defined in the Vehicle Code (546).*
11. In no case shall the number of passengers, including 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. Under no circumstance are students to be transported in the bed of a truck.
12. All vehicles in which students ride must be covered by liability insurance of at least: \$100,000 per person, \$300,000 each accident (bodily injury), and \$50,000 (property damage). Proof of insurance and registration must be retained in your vehicle as well as copies with the site. ***Please refer to the Driver Statement for Driver / vehicle owner's responsibility.***
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.
14. Drivers shall ensure they have a copy of the permission slip for each student riding in his/her vehicle.
15. In case of emergency, keep all students together and call 911 and the school office.

### Field Trip by Private Vehicle Driver Statement for Athletics

This form must be completed and on file at school site prior to each field trip. Return this document with a copy of the following: insurance declaration page, vehicle registration & drivers license.

Student Name:	Student Sport/Activity:
School Name:	Trip Date:
Class/teacher taking trip:	Destination:
Driver Name: Driver Birth Date:	Driver License #: Driver License Expiration Date:
Driver Home Phone: Driver Cell Phone:	Home Address:
Do you have any driving restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list:
Registered Owner of Vehicle:	Registration Expiration Date:
Automobile Year/Make/Model	Vehicle License #:
Seating capacity of vehicle for students: _____ Personal vehicle may not be designed to carry more than 10 people including the driver.	
Insurance Carrier:	Agent Name:                      Phone #:
Policy Number:	Policy Expiration Date:
Required automobile liability insurance with the following limits: \$100,000 each person, \$300,000 each accident (bodily injury) and \$50,000 property damage.	
Volunteer and Chaperone Form completed and on file with school: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies attached:   Driver License   Vehicle Registration   Proof of Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No	

**NOTE:** If a person drives their personal automobile or a rented vehicle for approved District purposes and that person is involved in an accident, or collision, the owner or renter of the vehicle is liable and responsible for death or injury to person or property resulting from a negligent or wrongful act or omission in the operation of the vehicle (California Vehicle Code section 17150).

A person driving their personal automobile for approved district purposes will be responsible for any costs associated with moving violation and parking violations incurred during such driving.

Acknowledgement: I certify the above information is correct and the insurance coverage is in force. I understand I must have liability insurance coverage in force 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 have read and understand the Simi Valley Unified School District Driver Instructions.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

**SCHOOL APPROVAL**

I have reviewed the above and approve the use of this vehicle for the purpose stated.

\_\_\_\_\_  
School or Site Administrator Signature

\_\_\_\_\_  
Date