



# VOLUNTEER/PERSONAL AUTOMOBILE USE FORM

[One Form Required for Each Driver]



Thank you for volunteering your time, and your automobile, to help transport our Students to off-site events or activities. In order to protect the health and safety of our Students, our District requires that all volunteers using their personal automobiles to transport Students to and from sanctioned activities receive prior District approval. Before we can issue such approval, certain information must be obtained at least fifteen (15) days before you transport our Students, and you must agree to abide by all District policies, as well as the following additional rules and requirements.

## REQUIRED INFORMATION

Name of Driver:	
Calif. Driver's License No. & Exp. Date:	
Vehicle(s) Year/Make/Model:	
Vehicle(s) License Plate No.:	
Insurance Carrier:	
Policy Number and Expiration Date:	
Liability Coverage Limits:	

Please also provide a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page evidencing liability coverage **[no less than \$100,000/\$300,000/\$100,000]**. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport Students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Please also be advised, that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, **your insurance will provide the primary coverage for any resulting bodily injury or property damage**. The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

## VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our Students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the Vehicle, including compliance with all speed limits and posted signs and placards. I will also comply with additional District instructions regarding driving routes, parking locations, and safety or security directions.
2. I will not transport Students in a vehicle that I believe may be mechanically unsafe or that may become unsafe due to weather or other conditions. I will not transport Students unless I have a working seatbelts and/or approved car seats/booster seats (for each child under 8 years old, who must ride only in the back seat), which will be used by all passengers at all times. The Vehicle(s) may be inspected by District representatives.
3. I am over the age of 21 and will be the sole driver of the Vehicle for any given activity, event, or competition. I will not let anyone other than myself, another district-approved chaperone, and authorized Students ride in the Vehicle. So that I can focus my attention on the safety and welfare of students I may transport, no other adult or child is permitted in the vehicle while I am performing volunteer services for the District.

<b>Dated:</b>		<b>Printed Name</b>		<b>Signature</b>	
<b>Date Rec'd:</b>	<b>Received by:</b>	<b>Authorization Approved:</b>		<b>Approved by:</b>	