

PATTERSON JOINT UNIFIED SCHOOL DISTRICT

District Vehicle Use Contract

Patterson Joint Unified School District employees who use a district vehicle to perform job duties as assigned, to travel to district sanctioned events or transport our Students to off-site events or activities are required to have vehicle clearance. In order to protect the health and safety of our Students and Staff, our District requires that any employee using a district vehicle must receive prior approval. Before we can issue such approval, certain information must be obtained at least fifteen (10) days before use of a district vehicle. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

[One Form Required for Each Driver to be Approved]

REQUIRED INFORMATION

Name of Driver:	
Calif. Driver's License No. & Exp. Date:	
Insurance Carrier:	
Policy Number and Expiration Date:	

We also require a photocopy of (a) your Driver's license, and (b) your Insurance Policy. 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 drive a district vehicle or transport Students. By signing below, you are also authorizing the District to obtain a copy of your Driver Record History and status of your Driver's License, and contact your insurance company to confirm your insurance status. Also, **please be advised**, in the case of driver negligence, **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.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our Staff/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 always comply with California law regarding proper operation of the vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not operate a vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport Students unless I have a working seat belt for each Passenger/Student, with seatbelts to be always used by myself and all transported Staff/Students. The Vehicle(s) will be inspected by District representatives.
3. I am over the age of 18 and will be the sole driver of the Vehicle for any given activity or event. I will not let anyone other than myself drive the vehicle.
4. I will make sure that I follow all vehicle cleaning and safety procedures. I will remove all personal items from the vehicle and make sure that district cleaning policies (please see cleaning policy form located in the vehicle) are followed. I will make sure that all appropriate tolls are taken care of. I will park the vehicle in a safe place and keep it locked when not in use.
5. In case of an accident, I will immediately call my site admin/supervisor and follow all instructions that can be found by scanning the QR on the dash of the vehicle.

Printed Name

Signature

Date

Date Received by District: _____ **Received by:** _____