



**CENTRAL UNIFIED SCHOOL DISTRICT
RISK MANAGEMENT
4605 N POLK
FRESNO, CA 93722
(559) 274-4700**

DISTRICT RENTAL/DISTRICT/PERSONAL VEHICLE USE FORM

NAME: _____ PHONE: _____ BIRTHDATE: _____

DRIVER'S LIC. # _____ EXP. DATE _____

YEAR/MAKE AUTO: _____ VEHICLE LICENSE #: _____

YEAR/MAKE AUTO2: _____ VEHICLE LICENSE #: _____

INSURANCE CARRIER/AGENT _____ PHONE#: _____

LIABILITY LIMITS: _____ POLICY #: _____

EXPIRATION DATE: _____ DRIVING RESTRICTIONS: _____

I certify that the above information is correct and that the insurance coverage is in force. I understand that if performing work for the Central School District in the course of my duties I may utilize my personal vehicle. I must have liability insurance coverage in force as required by the State of California 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.

SIGN: _____ STAFF PARENT OTHER DATE: _____
CIRCLE ONE

SITE: _____ PURPOSE: _____

SITE ADMINISTRATOR APPROVAL _____ DATE: _____

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District's travel accident policy would be used only after your policy limits have even exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

All persons driving on District business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-District personnel or students or guests as passengers; (4) carry only the number of passengers for which your vehicle was designed; and (5) each passenger is required to use a safety belt.

Please complete form and attach a legible photocopy of the following: **(1) Proof of Insurance** form presently being provided by your automobile insurance company that indicates expiration date of insurance and **(2) Driver's License**. And return to the Risk Management Department, District Office Annex, prior to driving for a District sponsored activity. District Administration may obtain employee driving record checks from the California Department of Motor Vehicles which are a matter of public record.

District Office Use

REVISED 4-2010

District Office Approval

Date

APPROVAL EXPIRES: _____

DENIED

Exhibit approved: 1/26/88

Exhibit revised: 5/14/96; 10/26/99; 3/8/06

DRIVER INSTRUCTION FORM

When using your vehicle to transport students on field trips or other school activity trips, please:

- 1 Be sure that you have a valid driver's license and current insurance of not less than the California State minimum requirement.
- 2 Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
- 3 Only authorized passengers are allowed.
- 4 Follow the safest, most direct route giving consideration to the weather and road conditions. Adhere to all California Vehicle Code sections, and the "Basic Speed Law."
- 5 Avoid unnecessary stops.
- 6 All passengers must be in the passenger compartment and wear a seat belt.
- 7 The "rules of the road" including speed limits, must be followed.

Exhibit approved: 1/26/88

Exhibit revised: 5/14/96; 10/26/99; 3/8/06