

To all Parent Drivers:

Please fill out and return your forms to Yvette Shuster in Royal High School's ASB Office or you can email the completed documents to yvette.shuster@simivalleyusd.org.

Return

1. Vehicle Driver's Statement
2. Volunteer Form
3. Copy of your registration (only registered owners may drive vehicle)
4. Copy of your driver's license
5. Copy of your insurance-please submit front copy of insurance card, as well as your insurance declaration page showing your limits of liability.

Simi Valley Unified School District
Field Trip / Excursion Application
Volunteer Adult Chaperones / Supervisors

☐ In State

☐ Out of State

Completion of this form is required for all field trips / excursions.

Name of Chaperone / Supervisor

Name of School

Class

Teacher

Date(s) of Field Trip/Excursion

Location of Field Trip/Excursion

Emergency Contact

Telephone

Physician

Telephone

Code of Conduct

1. All chaperones/supervisors must be at least 21 years of age.
2. All chaperones/supervisors are to be employed by the district or immediate family members of the students involved or approved by the district.
3. All chaperones/supervisors are to complete a "Volunteer Information Form" prior to the field trip/excursion.
4. All chaperones/supervisors are to complete the Armatus ® Online Molestation Prevention Training prior to participating on an overnight field trip/excursion. (Requirement under review by administration 8-2018)
5. Chaperones/supervisors attend the field trip/excursion to supervise students.
 - a. Other children of the chaperones/supervisors are not to attend the field trip/excursion.
6. Chaperones/supervisors are not to drink alcoholic beverages, use tobacco products, use illegal drugs or prescription controlled substances while on the field trip/excursion.
 - a. Chaperones are not to provide any of these substances to any students without a prescription and Medication Authorization (VCSSFA Form 5040).
7. Chaperones are to accompany assigned students at all times other than in restrooms or in the hotel room(s), if the field trip is overnight.
8. Chaperones are to choose age-appropriate dining, entertainment, and shopping establishments.

California Education Code Section 35330 provides as follows:

"All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims."

I have carefully read this application, fully understand its contents, and voluntarily consent to its terms and conditions.

Signature

Date

Home telephone

Work telephone

Mobile telephone or pager

SVUSD VOLUNTEER INFORMATION FORM

Simi Valley Unified School District recognizes the tremendous positive impact that volunteers make in enriching educational programs and greatly appreciates the contribution of your time and energy in this regard. In order to safeguard students, the following identifying and background information is required of all volunteers who work with and around students.

Have you ever been convicted of or are you awaiting trial for any crime? Yes ☐ No ☐

School Site where you will volunteer: _____

(A copy of this form must be filed at each school where you wish to volunteer)

Name of Volunteer _____ **Phone:** _____

Address: _____

Name of Student: _____ **Teacher/Supervisor Name:** _____

Dates/days/hours volunteer services will be performed: _____

If you answered yes to the above question, please attach a complete and accurate explanation of the circumstances to this form. An answer of yes will not necessarily disqualify you from volunteering. Any information provided in connection with a "yes" response will be kept confidential.

Brief description of services to be performed:

Can you perform all the essential functions of the volunteer position? Yes ☐ No ☐ Identification:

Please attach a copy of your driver's license or other picture identification card. **Certification:** I hereby certify that all statements made on this form and any attachments are true and complete to the best of my knowledge and authorize investigation of all statements herein recorded.

Signature of Volunteer: _____ **Date:** _____

Signature of Principal: _____ **Date:** _____ **Type**

of Volunteer: ☐ Type 1 ☐ Type 2 ☐ Type 3

District Office/Site Use

Date: _____ **TB Clearance Submitted Valid through:** _____ **Fingerprint**

Verification _____ **Personnel Office Approval**

NOTES:

- The cost for the TB test and fingerprinting shall be the responsibility of the volunteer.
- Volunteers may not provide services until this form is completed and on file in the principal's office.
- Siblings and/or other school age children are not allowed on school sites or field trips when serving in a volunteer capacity. • Principal or designee has the authority to determine appropriate placement timing.



Field Trip by Private Vehicle Driver Statement

This form must be completed and on file at school site prior to each field trip

School Name:	Trip Date:
Class/teacher taking trip:	Destination:
Driver Name:	Driver License #:
Driver Birth Date:	Driver License Expiration Date:
Driver Home Phone:	Home Address:
Driver Cell Phone:	
Do you have any driving restrictions? ☐ Yes ☐ 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: ☐ Yes ☐ No	
Copies attached: Driver License Vehicle Registration Proof of Insurance ☐ Yes ☐ 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



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.