

Authorized Driver Process: Employee Drivers

Complete the steps below to be a Castilleja School authorized driver and to drive for Castilleja School business purposes. This process must be completed annually at a minimum, and more frequently if you drive more than once a week for the school or your driving record or automobile insurance change. Please allow two weeks to complete this process.

You will receive an email from Miranda Alexander (malexander@castilleja.org) when your authorization is complete. You are not authorized to drive on behalf of Castilleja School until you receive the completion email.

Note: You must be a minimum of 21 years of age with at least 3 years of driving experience.

- Read and Sign:
 - 1. Safe Driving Checklist: Employee Drivers
 - 2. Permission to Obtain Driving Record Authorization
 - 3. Driving Frequency and Required Insurance Coverage Acknowledgement
- Submit a copy of your state-issued driver's license
- Submit Auto Insurance Confirmation evidencing a minimum of \$100,000 per person and \$300,000 per accident in coverage for occasional driving or \$250,000 per person and \$500,000 per accident for frequent driving of your personal vehicle.

Safe Driving Checklist: Employee Drivers

Castilleja is committed to the safety of its employees, students, and volunteers at all times. Safety is a cooperative undertaking, and we ask that you commit to responsible, safe driving when driving a school owned vehicle, a third party rental car or your personal vehicle on behalf of Castilleja School. Remember that you are a driving role model to young women who are beginning to drive.

At all times while driving on behalf of Castilleja School, you must agree to the following guidelines:

Maintain your vehicle & insurance coverage:

- Conduct a pre-driving inspection of the vehicle. There is a checklist in school owned vehicles.
- Be alert to below-par performance of vehicle or equipment and report it immediately to Superintendent of Buildings and Grounds
- Do not abuse the vehicle by the manner in which you drive by making unnecessary sharp turns or sudden stops and starts
- Correctly position seat and mirrors before you start
- If you are driving your personal vehicle, ensure your automobile insurance policy is in effect, with limits of \$100,000 per person and \$300,000 per accident for occasional driving and \$250,000 per person and \$500,000 per accident for frequent driving.

Driver Responsibility to Report:

As a condition of operating an institution-owned vehicle, I understand and agree to the following:

- **_____ I am responsible for promptly reporting any traffic violations, regardless of severity, to the appropriate school representative. I acknowledge that failure to report violations or comply with MVR checks may result in the loss of driving privileges for school-related activities and disciplinary action.**
- For minor traffic violations -- including but not limited to speeding, failure to yield, illegal parking or failure to signal -- I agree to attend a driver safety class if requested.
- For serious traffic violations -- including but not limited to reckless driving, driving under the influence within the past 5 years, driving with a suspended license, or multiple traffic violations -- I understand that I will not be permitted to operate an institution-owned vehicle.
- I agree to a bi-annual Motor Vehicle Report (MVR) checks as part of the school's driver safety and compliance program.

Drive Sensibly and Defensively:

- Never tailgate; stay at least 3 car lengths behind the driver ahead of you
- Don't insist on the right-of-way if the other driver will not yield it
- Be aware of what is happening several vehicles lengths ahead and behind you
- Always have your attention on the road. Do not be distracted by such things as eating/drinking, radio adjustments, music, others' behavior in the vehicle; pull off the road and stop the vehicle if something needs your attention
- Do not use a cell phone while driving
- Check clearance before backing up

Expect the Unexpected:

- Reckless behavior from other drivers
- People or animals darting into roadway
- Bicyclists on the road
- Potholes or debris in the roadway

Take Bad Weather Precautions:

- Use wipers, defrosters and headlights
- Counter glare from sun or weather with sunglasses
- Reduce speed
- Increase distance between you and the car ahead
- Brake gently
- If you skid, steer gently into the turn; do not use brakes or step on the gas

Maintain a Good Driving Record:

If any of the following occur, your authorization to drive on behalf of Castilleja School is immediately revoked. Further, I agree that I will not drive a Castilleja vehicle, a third party rental car or my own vehicle for Castilleja School business under any one of the following circumstances:

- I do not have a valid California driver's license
- I have a moving violation for driving under the influence or for reckless or negligent driving in the last 5 years.
- I have 2 or more at-fault accidents within the last 36 months.
- I have 3 or more moving violations in the last 36 months.
- I have a combination of violations and accidents that results in 2 or more incidents within the last 36 months.
- The school receives, and finds valid, complaints from parents or students regarding my driving unsafely or disobeying traffic laws

Safely Handle an Accident:

- Stop the vehicle and get help for the injured
- If there are injuries or substantial property damage, call or ask someone to call the police or highway patrol
- Collect names, address and phone numbers of all drivers and passengers involved
- Obtain car license numbers, make and model of vehicles
- Obtain Operator driver's license number and insurance ID number
- Obtain names and address of any witnesses
- Obtain names of police officers; get copy of police report
- Notify school (Nikki Myers 650-470-7742) as soon as possible. Complete an accident report form (located in vehicle) and turn it in immediately after returning to school, no matter how minor the accident.

Always Obey Vehicle Driving Laws:

- Drive only as many occupants as there are seatbelts (10 including the driver in a school owned van)
- Make sure all passengers and you as driver wear seat belts at all times
- Always observe the speed limits
- Obey all traffic signs and signals
- Pass other vehicles only on the left; signal your intention before changing lanes
- Yield to all drivers who have the right of way
- Never drive under the influence of alcohol or drugs.



By signing below, I agree to abide by all traffic/driving laws and to follow the guidance in the Castilleja Safe Driving Checklist.

Signature

Date

Printed Name

CA Driver's License #

Email Address

Permission to obtain Driving Record: Employee Drivers

It is understood that in order to drive a Castilleja School owned vehicle, a third party rental car, or my own personal vehicle for Castilleja School business purposes, Castilleja School will perform a Motor Vehicle Driver Record Report verification. I further understand that I could be denied authorization to drive for Castilleja School business purposes if my driving record indicates that I have any of the following on my report:

- A moving violation for driving under the influence or for reckless or negligent driving
- 2 or more at-fault accidents within the last 36 months.
- A moving violation that results in a total of 3 or more moving violations in the last 36 months.
- A combination of violations and accidents that results in 2 or more incidents within the last 36 months.

I hereby authorize Castilleja School Foundation to obtain my driving record report. I acknowledge that I am not authorized to drive on behalf of Castilleja School until I receive a confirmation email from Miranda Alexander (malexander@castilleja.org) stating that my authorization is complete.

CDL# _____ Expiration _____ Date of Birth _____

Print Name as it Appears on Driver's License: _____

Signature

Date

Vehicles, Driving Frequency & Insurance Proof of Coverage

Insurance coverage varies depending on which vehicle is being driven for Castilleja School business purposes:

- When driving a Castilleja School owned vehicle, Castilleja School insurance is the primary insurance.
- When driving a third-party rental car, the purchased rental car insurance is the primary insurance and Castilleja School insurance is the secondary insurance.
- When driving your personal car, your personal insurance is the primary insurance.

Initial by one of the following regarding the use of vehicles for Castilleja School business:

_____ I will be driving only school-owned vans or third-party rental cars. I will not be using my personal vehicle on school business for any reason at any time. **I will purchase rental car insurance when renting a car for school business purposes. Should a situation arise when I need to drive my personal vehicle on school business, I will submit my proof of personal auto liability coverage in advance of doing so.**

_____ I will be driving my own vehicle on school business occasionally (2-3 times per school year). I release Castilleja School from all liability regarding the use of my own vehicle, and personally accept full liability. I understand that my personal insurance is the primary insurance when driving my own vehicle. **I have attached proof of personal auto liability coverage in the amount of \$100,000/ \$300,000.**

_____ I will be driving my own vehicle on school business fairly frequently (greater than occasionally) on behalf of Castilleja School. I release Castilleja School from all liability regarding the use of my own vehicle, and personally accept full liability. I understand that my personal insurance is the primary insurance when driving my own vehicle. **I have attached proof of personal auto liability coverage in the amount of \$250,000/\$500,000.**

Signature

Date

Printed Name