

TRANSPORTATION BY PRIVATE VEHICLE



"The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or a valid license from his/her state of residence if he/she is a nonresident on active military duty in California. A driver shall be required to have a good driving record, consisting of no moving violations within the three (3) years prior, and shall present proof of possessing the district's minimal insurance coverage consisting of the following: Public Liability and Bodily Injury, \$100,000/300,000 per accident; Property Damage, \$50,000 per accident; and Medical Payments, \$2,000. Vehicles must be registered in California and be in proper mechanical condition. The district shall contact the DMV to receive a report on the driver's record and driver's license status. Any person providing transportation in a private vehicle shall have registered with the district for such purposes." (AR 3541.1 Business and Non-Instructional Operations: Transportation for School-Related Trips)

DRIVER REGISTRATION INFORMATION

Check one: Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____ Driver's License No.: _____

Telephone No.: () _____ Expiration Date: _____

VEHICLE INFORMATION

Name of Owner: _____ Year: _____


Address: _____ Make: _____

License Plate No.: _____ Registration Expiration: _____ Seating Capacity: _____

INSURANCE INFORMATION (Attach proof of insurance showing the district's minimum requirement of Public Liability and Bodily Injury, \$100,000/300,000 per accident; Property Damage, \$50,000 per accident; and Medical Payments, \$2,000.)

Insurance Company: _____ Policy No.: _____


Telephone No.: _____ Expiration Date: _____

Liability Limits of Policy: _____ 

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I will ensure that all children will be restrained using the appropriate passenger restraint systems and that my vehicle is in proper mechanical condition.

SIGNATURE OF DRIVER: _____  Date _____

APPROVAL: _____ Date _____
Signature of Site Administrator

DISTRICT APPROVAL: _____ Date _____
Signature, Asst. Supt., Business

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DRIVER INSTRUCTIONS

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

1. Complete and submit Transportation by Private Vehicle Form #9031 (Side 1) for site administrator and district approval. Be sure you have received approval before transporting students.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to wear seat belts in accordance with law. In addition, drivers shall ensure that:
 - a. A child who is under age 6 or under 60 pounds, unless exempted by law, is properly secured in an appropriate child passenger restraint system meeting federal safety standards.
 - b. A child who is age 6 or older or weighs 60 pounds or more uses a seat belt.
5. Obtain copies of the permission slips and emergency information/instructions for each student riding in your vehicle.

In case of emergency, keep all the children together and call 911. Then contact the district superintendent at (909) 797-0174 as soon as possible.