Use of a Private Vehicle for Transporting Students

To All Drivers: School:_____   Year:_____

Please complete and sign this notice to indicate that you meet the minimum requirements for transporting school children.

1. **Insurance Requirements (Minimum)**   **(Must provide a copy of insurance policy to the school.)**
   Public Liability - Bodily Injury: $100,000/300,000 per occurrence
   Property Damage: $50,000 per occurrence   *Medical Payments:* $5,000 per occurrence

2. **Number of Passengers (Exclusive of Driver)**
   The maximum number of passengers shall not exceed the number of passengers the vehicle is designed to carry, and in no instance to <u>exceed</u> nine passengers. <u>Students</u> must be in seats, must wear seat belts, and may not be transported in the back of a pickup or truck or on the floor of a vehicle. Students under 8 years old must be in a rear seat in an appropriate child passenger restraint system, unless the student is 4'9" or taller, in which case a safety belt may be used.

3. **Age of Driver**
   The automobile must at all times be driven by an adult driver age 21 or older who possesses a valid California driver's license.

4. **Vehicle Requirements**
   The automobile must be mechanically sound as well as occupied and operated in a safe manner. It must be occupied according to the manufacturer's specifications. The vehicle's registration must be current.

5. **Insurance Coverage for Personal Injury to Volunteer Driver**
   The Livermore Valley Joint Unified School District provides Worker's Compensation insurance coverage for personal injury to authorized volunteer drivers transporting school children.

6. ☐ I have never been convicted, nor am I currently under charge, for any felony offense.

7. ☐ I have not had any major traffic violations and I have not had an SR22 filing within the past 10 years.

8. ☐ **I understand and agree to these transportation requirements and do carry the above insurance.**

Driver #1 Signature:_____   Driver #2 Signature_____

Driver #1 Name:_____   Driver #2 Name:_____

#1 Address:_____   #2 Address:_____

#1 Driver's License #:_____   #2 Driver's License #:_____

DL Expires:_____ #1 Phone #_____   DL Expires:_____ #2 Phone:_____

Vehicle #1 Make and Model:_____ Vehicle Color:_____

Vehicle License:_____ I have ___ seatbelts for students (non-air bag seats) I carry a cell phone. #:_____

Insurance Co.:_____ Expires On:_____

Vehicle #2 Make and Model:_____ Vehicle Color:_____

Vehicle License:_____ I have ___ seatbelts for students (non-air bag seats) I carry a cell phone. #:_____

Insurance Co.:_____ Expires On:_____

Student's Name:_____Teacher/Group:_____

Note: Completed form and *copy of insurance must be returned to the school office to be kept on file.

A NEW FORM IS TO BE COMPLETED EACH NEW SCHOOL YEAR.

rev. 01/2016

Exhibit
Transportation For School-Related Trips

E 3541.1
Business and Non-instructional Operations

DRIVER INSTRUCTIONS

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

1. Be sure that you have registered with the District for such purposes and have a valid driver's license, current liability insurance above the minimum amount required by law for each occurrence and the vehicle's registration must be current.

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 and in no instance to exceed nine passengers.

4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.

5. Reminder: State law prohibits the use of electronic devices while driving a motor vehicle.

6. The driver or any other person shall not use products containing tobacco and/or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove and electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.

In case of emergency, keep all the children together and call 911 and the District office.