



Orange Unified School District

Employee/Volunteer Drivers - Use of Private Vehicles Application

When a District Employee/Volunteer is using a personal vehicle for the School District, the limits and coverages on the personal vehicle are applicable to any accidents or incidents. The District’s insurance policy will not cover the personal vehicle for comprehensive or collision damages.

Submit this completed form to Risk Management two weeks prior to driving any students, along with a copy of:

- Valid California Driver’s License
- Current Auto Insurance Policy, identifying the vehicle to be used to transport students and the following coverages per accident:
 - Bodily Injury \$100,000/\$300,000
 - Property Damage \$50,000
 - Medical Payments \$2,000
- Current DMV driving record (may be obtained at: www.dmv.ca.gov, Driver Record Request)

Rules and Regulations for transporting students for the School District:

- ✓ Authorization is valid for this school year only or until the insurance policy on file expires, whichever is sooner.
- ✓ Driving Record must be free of any infractions within the past 2 years.
- ✓ Driver must re-submit valid auto insurance policy if expiration date is prior to the end of this school year.
- ✓ Students must have Non-District Transportation Notice signed by parents.
- ✓ Driver must be 21 years of age or older.
- ✓ Personal vehicle must be mechanically safe.
- ✓ Driver must transport only District-authorized passengers.
- ✓ Total passengers (including driver) must not exceed the number of permanently attached seats and seat belts.
- ✓ No private vehicle may transport more than 10 passengers, including the driver.
- ✓ The California Driver Handbook, “Laws and Rules of the Road” must be followed, including seat belts, cell phone use, and speed limits.
- ✓ Driver must travel directly to the destination and back, giving consideration to weather and road conditions.
- ✓ Driver must report any accident(s) or incident(s) to Risk Management immediately.

Driver’s Information:

Print Full Name	California Driver’s License (CDL) Number	CDL Expiration Date
Cell Phone Number	Insurance Company	Insurance Policy Expiration Date

I certify that the above information is correct and agree to follow the District Rules and Regulations outlined above.

Driver’s Signature	Date	Date of Event
Principal’s Signature Acknowledges Review and Authorization	Date	Site/Department

Approved Denied Date _____

EMPLOYEES & VOLUNTEERS WHO TRANSPORT STUDENTS

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

The District takes every opportunity to guarantee that students are transported in a safe economical fashion. The first choice of transportation is to utilize the Transportation Department. Their focus is safety and their drivers and equipment are all inspected/tested by the Highway Patrol. There are times however, that the busses are not an option so alternatives are available.

In the event that parents or staff volunteers to transport students, the District wants to ensure that the driver and his/her vehicle is safe. This is done by gathering information about the volunteer driver and running it through DMV. It takes two weeks to obtain a report so planning is everything. **Nobody under age 21 is permitted to volunteer to transport students. This process is completed annually for each driver.**

Before you allow staff or parents to transport students for a school sponsored activity, they must be cleared to drive by the Risk Management Department. There should be no volunteer drivers who have not received clearance before they drive.

In order to verify that they are safe drivers, we need:

- Copy of their driver's license
- Copy of current auto insurance policy
(Not the proof of coverage card, the actual policy that states effective dates, who may or may not drive and coverage limits.)
- The attached form, completed and signed by the Principal.

It is important for the volunteer driver to understand that the auto insurance coverage for their vehicle is the coverage that is primary in the event of an accident. The District coverage through ReLiEF is secondary. This is why proof of coverage limits of \$100,000/\$300,000 is required before authorization to drive is awarded.

Under no conditions are students permitted to drive students to or from events. No students should be allowed to ride with parents, staff or volunteers who have not been screened by Risk Management. This includes the DMV clearance. Volunteer drivers are not cleared to transport our students if they have any infractions showing up on their driving record in the past two years.