



*San Juan Unified School District*  
**Volunteer/Employee Vehicle Usage Form When Transporting Students**  
**Risk Management**

Read information on back.

Please check one:  Volunteer  Employee

Please complete this form and return it to the school site administrator for review and approval.

**DRIVER AND INSURANCE INFORMATION**

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Driver's license # \_\_\_\_\_ Class \_\_\_\_\_ Expiration date \_\_\_\_\_

Moving violations received, if any, in the past 3 years? # \_\_\_\_\_ \*Explain \_\_\_\_\_

Number of accidents, if any, in the past 3 years? # \_\_\_\_\_ \*Explain \_\_\_\_\_

\* (Use additional sheet, if necessary, for explanation and attach it to this form.)

Insurance Company \_\_\_\_\_ Telephone # \_\_\_\_\_

Policy number # \_\_\_\_\_ Expiration date \_\_\_\_\_

**VEHICLE INFORMATION**

Name of Owner \_\_\_\_\_ License Plate # \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Vehicle make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Seating cap. \_\_\_\_\_

Registered Owner \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

**DRIVER STATEMENT: I CERTIFY THAT:**

- We recommend that any driver of a private vehicle follow all the manufacturer's recommendations when transporting students.
- The vehicle is equipped with seat belts for all occupants:
- The vehicle is regularly maintained and kept in good mechanical condition.
- I am 21 years of age or older.
- I have a valid California driver's license and there are no restrictions preventing me from transporting students in my vehicle.
- I have been a licensed driver for at least (3) three years.
- I have not had more than one (1) conviction for a moving violation in the past three (3) years which was not dismissed.
- I have had no convictions for reckless or drunk driving or other major violations.
- I meet the following San Juan District's vehicle insurance requirements: Bodily Injury Liability \$50,000 per person/\$100,000 per occurrence and Property Damage \$25,000 per occurrence
- I consent to the school district checking my driving record with the DMV.
- The information provided by me in this form is true and correct.

***"California law provides as follows: 'All persons making the field trip or excursion shall be deemed to have waived all claims against the district 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 such claims.' (Education Code Section 35330)." MY SIGNATURE ON THIS FORM SHALL CONSTITUTE AN INFORMED AND KNOWING WAIVER AS REQUIRED BY LAW.***

\_\_\_\_\_  
*Volunteer/Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School/Site Administrator's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School/Site Name*

*San Juan Unified School District*  
**Guidelines for Volunteer/Employees When Transporting Students**  
**Risk Management**

The San Juan Unified School District does not provide collision, comprehensive, or medical insurance coverage for volunteers/employees driving their own vehicles. The District's insurance will provide excess liability insurance coverage only after the policy limits of the volunteer/employee's vehicle insurance have been exhausted. The District does not provide excess liability coverage if the volunteer/employee driver has no insurance coverage for the vehicle.

The following requirements must be complied with:

1. Parent volunteers must be fingerprinted.
2. Five (5) days prior to their first field trip, drivers should complete a new form to be kept on file at the school for future trips. Do not send the original or copy to Risk Management.
3. Incomplete forms will result in the volunteer/employee NOT being permitted to transport students in their private vehicles on officially authorized school related activities.
4. California law requires every child to be properly secured in a child restraint (car seat, booster or other certified product) that meets federal motor vehicle safety standards until the child is 6 years old or weighs at least 60 pounds. The parent of the child being transported is to provide the restraint system.
5. The number of passengers may not exceed the number for which your vehicle is designed, and never more than a total of ten including the driver. Students are not to be transported in open-bed pickup trucks or trailers.
6. Each passenger must use a seat belt; sharing the seatbelt is not permitted.
7. Emergency information for all occupants must be carried in the vehicle, and it is recommended that a first-aid kit and fire extinguisher be carried as well.

**Report accidents or injuries to school as soon as possible. Please refer questions to Risk Management at 979-8154.**