



San Juan Unified School District

VOLUNTEER PERSONAL AUTOMOBILE USE FORM
[One Form Required for Each Driver to be Approved]

Thank you for volunteering your time, and your automobile, to help transport our Students to off-site events or activities. In order to protect the health and safety of our Students, our District requires that anyone (employee or volunteer) using their personal automobile to transport Students to and from sanctioned activities must receive prior approval.

REQUIRED INFORMATION

Table with 2 columns and 7 rows for driver information: Name of Driver, Calif. Driver's License No. & Exp. Date, Vehicle(s) Year/Make/Model, Vehicle(s) License Plate No., Insurance Carrier, Policy Number and Expiration Date, Liability Coverage Limits.

We also require a photocopy of (a) your Driver's License and (b) Proof of Insurance. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport Students.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our Students, in signing below, you are also agreeing to the following rules and requirements:

- 1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind.
2. I will not transport Students in a Vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions.
3. I am over the age of 21 and will be the sole driver of the Vehicle for any given activity, event, or competition.

If you have any questions about this form, please contact Risk Management at 971-7756.

Printed Name Signature Date
Date Received by District: Received by:

*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 971-7756.**