

LAS VIRGENES UNIFIED SCHOOL DISTRICT
PERSONAL VEHICLE USE REGISTRATION FORM

SUBMIT WITH THIS COMPLETED FORM:

1. Copy of current driver's license
2. Copy of current vehicle registration
3. Copy of current auto insurance card (must specify driver and vehicle)
4. Copy of auto insurance "Declaration Page" specifying coverage limits
5. Signed copy of page 2, acknowledging instructions

School Site: _____

Destination: _____

Start Date: _____ End Date: _____

DRIVER INFORMATION: *(please print)*

Driver *(check one)*: Employee ☐ Parent/Guardian ☐ Volunteer ☐

Name: _____ Date of Birth: _____

Address: _____ Tel #: _____

Driver's License Number: _____ Expiration Date: _____
Number State

Driving Restrictions: _____

VEHICLE INFORMATION: *(please print)*

Make: _____ Model: _____ Year: _____

Registered Owner: _____ Phone No.: _____

Vehicle License Number: _____ Registration Expiration Date : _____ Seating Capacity: _____

Auto Insurance Info: Medical Limit: _____ Property Damage Limit: _____

INSURANCE INFORMATION: *(please print)*

Insurance Carrier: _____

Insurance Agent: _____ Phone No.: _____

Address: _____

Policy Number: _____ Expiration Date: _____

Limits of Liability: _____

NOTE: If you drive your personal automobile as a district volunteer while on district business and you are involved in an accident, by law your insurance policy is primary. The district policy would be used only after your or other liable parties' policy limits have been exhausted. The district does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

A person driving their personal automobile for approved district purposes will be responsible for any costs associated with moving/parking violations incurred during such driving.

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must possess a valid driver's license, have the proper and current license and vehicle registration, and have at least the minimum insurance coverage in effect as specified in the California Vehicle Code on any vehicle used to transport students. I hereby certify that the vehicle being driven is in good mechanical and operational condition and I have no knowledge of mechanical defects that could impose a danger while transporting students. I further 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 will abide by the driver instructions provided by the district.

(Signature) Date

Principal (signature) Approve ☐ Deny ☐

(Name – Please Print)

District (signature) Approve ☐ Deny ☐

LAS VIRGENES UNIFIED SCHOOL DISTRICT
PERSONAL VEHICLE USE REGISTRATION FORM

DRIVING INSTRUCTIONS:

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

1. All drivers, employees and volunteers must be approved by the School Site Administrator and district CBO.
2. All drivers must be at least 21 years of age and have at least (5) years of driving experience for all carpools involving non-family riders.
3. The “rule of three” is used when transporting students in personal vehicles. At least two adults are required to transport a single student. At least two students must be present if transported by a single adult.
4. Do not carry non-district personnel, non-students, or other “guests” as passengers.
5. 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.
6. The vehicle must not be designed, used or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial driver’s license is required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
7. In no case shall the number of passengers, including the driver, exceed the number of available seat belts.
 - a. Drivers must ensure that required seat belts and/or child restraint systems are properly used. Child passenger restraint systems are required for children under eight (8) years of age *or* under 4 feet and 9 inches in height.
 - b. All passengers eight (8) years of age and older must wear his/her own seat belt. Seat belts are not to be shared.
8. Follow and enforce all safety recommendations of the vehicle manufacturer, and check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
9. Always obey all traffic laws.
10. Always obey all laws regarding electronic wireless communication, including but not limited to telephone calls, writing, sending or reading text/instant/email messages. Texting is strictly prohibited while the vehicle is in motion.
11. No adult may smoke or otherwise use tobacco products (including vape products) while there are students in the vehicle, as required by law. Drivers may not consume alcohol for the duration of the trip.
12. The limit on the distance of transporting students in personal or rental vehicles shall be a radius of 200 miles, in accordance with district policy. Assistant Superintendent of Education or designee must pre-approve trip routes of more than 60 miles.
13. Take the most direct route to the destination or event without unnecessary stops.
14. All vehicles must be covered by liability insurance. Required automobile insurance coverage limits for vehicles in which students ride are:
Liability: \$100,000 each person / \$300,000 each accident
Medical Payments: \$5,000 each person
Property Damage: \$50,000
15. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State, or Federal agencies authorized to monitor road conditions.
16. In case of emergency, keep all students together and call 911 and the District Office at 818-880-4000.

☐ **Please check this box to acknowledge you have read and understood all instructions above.**

(Signature)

(Date)

(Name – Please Print)