PERSONAL VEHICLE USE FORM

This form should be used for District employees or volunteers driving their own vehicles on District business, including field trips.

Name: _____ Phone: _____ Birth Date: _____

Driver's License #: _____ Exp. Date: _____

Year/Make of Auto: _____ Vehicle License #: _____

Insurance Carrier/Agent: _____ Phone: _____

Liability Limits: _____ Policy #: _____

Policy Expiration Date: _____ Driving Restrictions: _____

I certify that the above information is correct and that the insurance coverage is in force. I understand that if performing work for the School District in the course of my duties I may utilize my personal vehicle. I understand that I must have liability insurance coverage in force as required by the State of California and agree to advise the District, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

Signed: _____ Date: _____

Site: _____ Purpose: _____

Site Administrator Approval:

_____   _____   _____

Sign   Name & Title (Print)   Date

Approval is valid through the expiration date of the insurance policy. Approval can be withdrawn at the District's discretion.

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exhausted. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

All persons driving on District business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-District personnel or students or guests as passengers; (4) no carry more than 9 students, no matter what size of vehicle; and (5) ensure that all vehicle occupants use seat belts or other appropriate passenger restraint system as required by law.

NOTE: Please attached a photocopy of the following: (1) "Proof of Insurance" form presently being provided by your automobile insurance company that indicates expiration date of insurance; and (2) driver's license.

District Administration may obtain periodic employee driving record checks from the California Department of Motor Vehicles which are a matter of public record. These will be used to determine driver eligibility.