

FULLERTON SCHOOL DISTRICT

Permit to Volunteer Use of Private Vehicle

Any person using a privately owned vehicle to transport passengers for any school-sponsored activity must complete this form.

Driver Information (please print) Please attach a current copy of Driver's License.

Name: _____

Address: _____

Driver's License Number: _____ Expiration Date: _____

Vehicle and DMV Information (please print) Please attach copy of current Department of Motor Vehicles print out of driving record

Make: _____ Model: _____ Year: _____

Vehicle License Number: _____

Registered Owner: _____ Telephone Number: () _____

Insurance Information (please print) Please attach a current copy of insurance coverage.

Insurance Carrier: _____

Policy Number: _____ Expiration Date: _____

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that I must possess a valid driver's license, have the proper and current license and vehicle registration, and have at least the minimum of insurance coverage (**Bodily Injury - \$100,000/\$300,000 each person each occurrence; Property Damage - \$50,000 each occurrence; Medical Payments - \$5,000 each occurrence; Uninsured/underinsured - \$30,000/\$60,000 each person/each occurrence**). 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.

I understand that the insurance on my vehicle constitutes the primary coverage in case of any claim, liability, loss, damage, or expense which may be incurred by reason: (1) death or bodily injury to person(s), (2) injury to or loss of property, or (3) any other loss, damage, or expense arising under either (1) or (2) above by reason of the transportation of District students in my vehicle, or operation of my vehicle on the District's business, and that District public liability insurance shall constitute secondary coverage.

I understand that all persons being transported in my vehicle as part of school business are to be wearing seat belts at all times while the vehicle is moving and that no more passengers will be transported than there are seat belts available in the vehicle. Students may not be transported in private vehicles designed to carry more than 10 persons including the driver.

Signature: _____ **Date:** _____

School Site: _____

Distribution:

- Risk Management - Original
- Volunteer/Employee - Copy
- School Site - Copy

Fullerton School District

Private Vehicle Use

Fullerton School District is not responsible for any loss or damage that occurs to any personal vehicles parked on or near District premises or while being used for business purposes.

Commuting to and from work and using District parking facilities are not considered traveling for business purposes.

The mileage reimbursement or stipend paid by the District is intended to cover all operating expenses on the employee's automobile including, but not limited to, insurance, gas, oil, maintenance, etc.

Private vehicles being operated on District business shall meet the following guidelines:

1. The Driver shall possess a valid California driver's license
2. The Driver shall have a minimum liability insurance policy as required by the State of California.
3. The number of passengers shall not exceed ten (10), including the driver. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
4. Trip routes to points outside of the District in excess of ten (10) miles shall be approved in advance by the principal/department director or designee.
5. All drivers shall be approved by the District.
6. An appropriate Permit to Volunteer Use of Private Vehicle Form shall be completed and on file before a trip is taken.
7. Use of personal cars where hazardous road conditions exist shall be prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State or Federal agencies authorized to monitor road conditions.
8. Prior to departure, the driver shall be instructed as follows:
 - (a) Follow the most direct route.
 - (b) Avoid unnecessary stops.
 - (c) Do not carry non-District personnel, non-students or other "guests" as passengers.
 - (d) Do not carry more than ten (10) passengers, including the driver, no matter what size of vehicle; otherwise, the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
 - (e)
9. If transporting students, Board policy AR 3541.1(a) shall be followed.

Private Vehicle Proof Of Insurance

The normal California Automobile Insurance Policy covers any additional person or entity for whom the employee or volunteer may be driving on an occasional (not commercial) basis. Therefore, there is no need for the District to be named as an "additional insured" on the employee's or volunteer's auto policy.

As a minimum risk management practice, the District shall require evidence of insurance by the following:

- A form filled out by the employee or volunteer providing the information.
- "Proof of Insurance" form provided by automobile insurance companies in California.

State law requires that automobile owners meet a minimum financial responsibility. This requirement is met by providing automobile liability insurance or a bond. If the employee does not carry automobile liability insurance, he/she shall immediately notify their supervisor and the employee shall not use his/her automobile for District business until the minimum requirements have been met.

Claim Procedure

If an employee is involved in an accident while on District business the employee's liability insurance policy applies first. The District liability coverage would be used only after the employee's limits had been exceeded. The District does not cover collision or comprehensive coverage for the employee's automobile.

When an employee files a claim for damage or loss, the following documentation will be required for reimbursement by Risk Management:

1. A copy of the accident report prepared for the employee's personal insurance or a copy of the police report.
2. A completed District Accident Notification form.
3. A statement signed by the employee's supervisor confirming that the employee was on District business at the time of the accident and was authorized to use a personal vehicle on District business.
4. A copy of the repair bill and the original repair receipt.