

Please complete the following and turn into Abby Reffner in the main office or through email at abigail_reffner@redlands.k12.ca.us prior to transporting any students.

-Completely Fill out and sign all forms in this document

-purchase and attach a driving record from the DMV website (<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>)

-attach the declarations page from your insurance. Your limits must match what is outlined on the last page of the packet to be accepted

-attach a photo of your driver's license

After all of this is completed and turned into Abby, she will process it and let you know when you are cleared to drive students other than your own. **You CANNOT drive students until you receive confirmation from Abby that you have been cleared.**

Employee & Volunteer Use of Personal Automobile

In order to protect the health and safety of our Students, our District requires that anyone (employee or volunteer) using their personal automobile for District business or to transport Students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained **at least fifteen (15) days before you transport our Students**. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

Complete the forms and submit the required documents to your school site or department administrator.

Required Documents

- School Driver Certification Form
- Current Driver's License
- Insurance Policy Declarations Page
- Employee- Employer DMV Pull Authorization
- Non-Employee- Copy of DMV H6 report

Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before a new certification can be issued.

Pursuant to Insurance Code Section 11580.9(d), in the case of an accident, **your insurance will provide the primary coverage for any resulting bodily injury or property damage**. The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

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. I will at all times comply with California law regarding proper operation of the Vehicle, including compliance with all speed limits and posted signs and placards.
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. I will not transport Students unless I have a working seatbelt for each Student, with seatbelts to be used at all times by myself and all transported Students. The Vehicle(s) may be inspected by District representatives.
3. I am over the age of 21 and will be the sole driver of the Vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized Students ride in the Vehicle.

X _____
Signature

Date

After an Auto Accident

Instructions for Employees/Volunteers and Supervisors

Employees

District employees and volunteers, whether operating a district vehicle or their own, must follow the steps in the *After an Accident* brochure if involved in an automobile accident. The brochure should be located in the vehicle. If you don't have one, please download and/or print as many copies you need (On District web site under Risk Management, School Driver Resources).

Supervisors

1. A call comes in – the driver reports an accident.
2. Make sure driver has called 911.
3. Supervisor go to the scene. Get as much info as possible.
 - a. Don't interfere with what the driver is required to do by police at the scene.
4. Complete the form in the *After an Accident* brochure located in the vehicle.
 - a. Make sure you get all the info on the other driver, passengers, vehicle info etc.
5. Determine if the driver is operating a commercial vehicle:
 - a. If Yes, go to step 6 for DOT - drug and alcohol testing (DAT).
 - b. If No, simply document.
6. Call Transportation to make arrangements for DOT – DAT testing
7. Call Transportation for towing instructions.
8. Return the report to Risk Management as soon as it is completed. Attach the completed *After an Accident* brochure.

All forms are for internal use only, and are not to be duplicated or distributed. They are part of an investigation. Refer any inquiries from the public regarding an accident to the Risk Management Department.

X _____
Signature

Date



REDLANDS UNIFIED SCHOOL DISTRICT SCHOOL DRIVER CERTIFICATION FORM

Driver's Name (as shown on driver's license)

Driver's License Number

Driver's Address

Driver's Telephone Number

Reason for Transporting Student

School Site

Driver's License Expiration Date

It is understood that this trip is subject to the following conditions:

1. The trip must be optional and students under 18 cannot attend without prior consent of the parent or guardian. An appropriate District Consent Form for each participant must be completed.
2. The driver must hold a valid California driver's license (**LEGIBLE COPY OF LICENSE MUST BE ATTACHED**).
3. **If Driver is not a District Employee**, the driver must Provide Risk Management a current Driver's License record (Obtained from the DMV Office).
4. **A District Employee** must sign a DMV Pull Release form (**LEGIBLE COPY MUST BE ATTACHED**).
5. The District's liability insurance does not cover damage to private vehicles or passengers, but merely protects the District in the event of a claim of negligence in organizing the trip. The driver's personal automobile insurance policy would provide primary coverage. The driver must be covered by an automobile insurance policy with minimum coverage of: Public Liability & Bodily Injury - \$100,000/300,000 per accident; Property Damage - \$50,000 per accident; Medical Payments - \$2,000 (**DOCUMENTATION SHOWING COVERAGE LIMITS AND POLICY PERIOD MUST BE ATTACHED**).
6. Seat restraints must be available for all passengers. Transporting students is limited to vehicles which meet the requirements for transporting passengers contained in the motor vehicle code of the state of California. Transporting students in pick-up trucks or vans equipped with sub- standard passenger accommodations is expressly prohibited. Vehicles must not be overloaded.
7. Vehicles must be registered in California and be in proper mechanical condition.

Authorization is hereby requested for the driver listed above to use the following private vehicle to transport students:

Automobile Make/Model

Number of Seat Belts in Automobile

Automobile License Number

Name of Insurance Company

Policy Number

Effective Dates of Ins. Policy

I agree to accept the responsibilities involved with this trip and certify that I will comply with the conditions listed above.

Driver's signature (as it appears on driver's license) _____
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Authorization is hereby granted for \_\_\_\_\_ to transport a maximum of \_\_\_\_\_ in his/her private automobile. **Site Administrator's Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
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This authorization is only valid from _____ to _____.

District Office Approval/Signature

Risk Management Supervisor
Title

Date

Original approved form must be in the possession of the driver at all times.

(SchoolDriverCert Form-06/05/2018)