

## 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



A Public Service Agency

REQUEST FOR YOUR OWN DRIVER LICENSE/IDENTIFICATION CARD (DL/ID) OR VEHICLE/VESSEL REGISTRATION (VR) INFORMATION RECORD

FEE: \$5.00 FOR EACH CURRENT RECORD

Write your DL/ID number or plate or VIN on the front or the back of your check. DO NOT COMPLETE THIS FORM UNLESS YOU ARE REQUESTING YOUR OWN DL/ID RECORD OR YOU ARE THE CURRENT VR REGISTERED OWNER ON FILE WITH THE DEPARTMENT.

REQUESTER'S INFORMATION PLEASE PRINT CLEARLY

FULL LEGAL NAME (FIRST, MI, LAST)

ADDRESS, CITY, STATE, ZIP CODE

DAYTIME TELEPHONE, SIGNATURE, DATE

Check box(es) for type of record(s) you are requesting.

DRIVER LICENSE/ID RECORD, VEHICLE/VESSEL REGISTRATION RECORD, CALIF. DRIVER LICENSE/ID NUMBER, CALIF. LICENSE/CF NUMBER, BIRTH DATE, VEHICLE/VESSEL ID NUMBER

DMV USE ONLY ID Verified by Cashier Line Date

This request may be presented in person to your local DMV office or mailed to DMV Headquarters:

Department of Motor Vehicles P. O. Box 944247 MS G199 Sacramento, CA 94244-2470

INF 1125 (REV. 11/2000) WWW

Complete if mailing.

Send information to: (Print your name and address clearly in the box.)

Name, Address, City, State, ZIP CODE

INF 1125 (REV. 11/2000) WWW

También disponible en español



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CUT ON LINE AND KEEP THIS PART FOR YOUR RECORDS



# REDLANDS UNIFIED SCHOOL DISTRICT SCHOOL DRIVER CERTIFICATION FORM

Authorization is hereby requested for use of volunteer driver(s) in private vehicles for the following special trip(s):

Date(s) of trip(s) \_\_\_\_\_ Time: Departure \_\_\_\_\_ Return \_\_\_\_\_

Destination: To \_\_\_\_\_ From \_\_\_\_\_

Purpose: \_\_\_\_\_

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. For Non-Employee Provide Risk Management a current DMV H6 report (Obtained from the DMV Office) / If an Employee sign DMV Pull Release form(LEGIBLE COPY MUST BE ATTACHED).
4. 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).
5. 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.
6. Vehicles must be registered in California and be in proper mechanical condition.

_____ Driver's Name (as shown on driver's license)		_____ Driver's License Number
_____ Driver's Address		_____ Driver's Telephone Number
_____ Automobile Make/Model	_____ Number of Seat Belts in Automobile	_____ Automobile License Number
_____ Name of Insurance Company		_____ Insurance Policy Number

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 shown on driver's license) \_\_\_\_\_ Date \_\_\_\_\_

Authorization is hereby granted for \_\_\_\_\_ to transport a maximum of \_\_\_\_\_ in his/her private automobile at the date and time and to the destination specified above or attached.

\_\_\_\_\_  
Site Administrator's Signature

\_\_\_\_\_  
District Office Approval/Signature Title Date

**Original approved form must be in the possession of the driver at all times.** (SchoolDriverCertForm-06/05/2018)