

Personal Vehicle Use Registration Form

Vehicle Use

Conejo Valley Unified School District	Destination
Start Date	End Date

Driver

Driver Name	Birth Date
Street Address	Telephone #
Driver License #	Expiration Date
Driving Restrictions Please attach copy of driver record.	

Vehicle

Year/Make of Auto	Model	Vehicle License #
Insurance Carrier	Agent	Telephone #
Policy Number	Policy Expiration Date	Automobile Liability (Each Person) \$
Automobile Liability (Each Accident) \$	Medical Payment \$	Property Damage \$

NOTE: If a person drives their personal automobile or a rented vehicle for approved District purposes and that person is involved in an accident, or collision, the owner or renter of the vehicle is liable and responsible for death or injury to person or property resulting from a negligent or wrongful act or omission in the operation of the vehicle (*California Vehicle Code* section 17150).

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

Acknowledgement

I 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 that the above information is correct and the insurance coverage is in force. I understand I must have liability insurance coverage in force 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, and that I have read and understand the District Personal Vehicle Use Policy.

Driver Signature

Date

School/Site Approval

I have read the above and approve the use of this vehicle for the purpose stated.

School or Site Administrator Signature

Date

Personal Vehicle Use Policy

Drivers and personal vehicles being operated for District purposes must meet or exceed the following guidelines:

1. All drivers, employees and volunteers, must be approved by the School or Site administrator.
2. Each driver must:
 - a. Possess a valid driver license.
 - b. Have at least five (5) years of driving experience for all car pools involving non-family riders.
 - c. Complete Level 1 Clearance Requirements (Volunteer Registration, Code of Conduct/Confidentiality, TB risk Assessment).
3. Use of appropriate Vehicle Form must be completed and on file before each trip is taken.
 - a. Each driver must complete a new form at the beginning of each School Year and/or policy renewal, in accordance with district policy.
 - b. Proof of auto insurance with a copy of such policy's current "Declaration Page" (showing coverages and limits) must be attached to this form.
 - c. A copy of a valid driver license must be attached to this form.
 - d. Submit DMV Vehicle Record Request - obtain vehicle record at: <https://www.dmv.ca.gov/portal/dmv/detail/online/vrr>.
 - e. A copy of the current vehicle registration must be attached to this form, unless the vehicle is rented
4. The driver must own the vehicle in use, unless the vehicle is rented.
5. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
6. All drivers are to obey all laws regarding electronic wireless communication, including but not limited to: telephone calls, writing, sending, or reading text messages, instant messages, and e-mail messages. Texting is strictly prohibited while the vehicle is in motion.
7. 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.
8. No adult may smoke or otherwise use tobacco products, including vapor products, alcohol, or drugs while there are minors in the vehicle. Drivers may not consume alcohol for the duration of the field trip.
9. Prior to departure, the driver shall be instructed as follows:
 - a. Inspect the vehicle for safety: tires, brakes, lights, horn, etc.
 - b. Follow and enforce all safety recommendations of the vehicle manufacturer.
 - c. Follow the most direct route, and avoid unnecessary stops.
 - d. Do not carry non-District personnel, non-students, or other "guests" as passengers.
10. The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial driver license is required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
11. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
 - a. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Child passenger restraint systems are required for children under eight (8) years of age *or* under 4 feet, 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.
 - c. Passengers will only ride in the cab if trucks are used.
12. 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 Payment: \$10,000 Property Damage: \$50,000
13. District Risk Manager or designee must approve in advance trip routes of more than 100 miles, in accordance with district policy.
14. The limit on the distance of transporting students in personal vehicles shall be a radius of 100 miles, in accordance with district policy.
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.