

**PERMIT TO TRANSPORT STUDENTS ON SCHOOL ACTIVITIES/BUSINESS BY PARENTS,  
VOLUNTEERS, EMPLOYEES**

I have volunteered to use my private automobile to transport students and/or employees during the \_\_\_\_\_ school year at \_\_\_\_\_ school.

I agree to the following:

1. **The driver's personal automobile insurance is primary.** In the event the driver is liable for injuries or damages suffered in a car accident while on school district business/field trips, the driver's personal automobile liability insurance will cover the loss up to the full limit of the policy, and then the school district's coverage will pay additional damages up to the limit of its policy. Accidents are to be reported to school district representative immediately.
2. **Damage to the driver's vehicle:** Damage to the driver's vehicle will be paid by the driver's policy; if the driver does not maintain such coverage, damage to the vehicle will be repaired at the driver's own expense. The school district's insurance does not cover damage to the vehicle.
3. **Insurance requirement:** This application for a permit to transport students will be denied if the driver does not have property damage insurance-\$100,000/accident, public liability-\$300,000/occurrence, or \$100,000/person; uninsured motorist-\$100,000/accident and medical- \$5,000/person. The driver's coverage is listed below.
4. **Seat belts will be used at all times.** The number of passengers in a vehicle will equal the number of seat belts. Students, parents, volunteers or school district employees will not be transported in an open area of a vehicle, such as a pickup truck flat bed, while on district business/field trips.
5. **No more than seven (7) passengers plus the driver will ride in the vehicle,** even if the vehicle can carry nine (9) or more passengers. It is a State of California law that if more than eight students are to be transported in one vehicle, a certified school bus must be used.
6. **Driver restrictions:** Drivers of private vehicles on school authorized trips must be at least 25 years of age, and shall possess a valid California driver's license and a good driving record.
  - Students may not be designated as drivers to transport other students on school authorized trips.
  - The District may permit students to provide their own transportation to or between school-related activities.
7. **No smoking will be permitted** by the driver or passengers in private vehicles on school authorized trips.
8. **Cost of transporting students:** Owners furnishing private vehicles for transportation for school authorized trips may not accept reimbursement from passengers.
9. **Air bags:** Children under the age of 12 years old are not allowed to sit in seats fitted with air bags.
10. **Cell phones:** While the car is in motion, only the driver's emergency use of mobile/cellular telephones is allowed.

Name	Birthdate	Driver's License Number	Expiration Date
Auto: Year, Make and Model	Car License Number	Driving Restrictions	
Insurance Carrier	Policy Number	Expiration Date	
Insurance Coverage:			
Public Liability – Property Damage – Uninsured Motorist – Medical		Agent Name	Phone Number

*I certify that the above information is correct. I hold a current valid driver's license and the insurance coverage is in force. I understand I must have liability insurance coverage in force and agree to advise the District (or school), in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.*

**A photocopy of my driver's license and insurance coverage is attached.**

Driver's Signature	Date	Parent Approval (for students driving themselves)	Date
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**The driver's fingerprint clearance, license and proof of insurance have been verified.**

Approved     Not Approved \_\_\_\_\_

Administrator's Signature

Date  
Board Policy: Reference 3541.1 (a-b)