



**SANTA BARBARA ELEMENTARY SCHOOL DISTRICT  
SANTA BARBARA HIGH SCHOOL DISTRICT  
720 Santa Barbara Street  
Santa Barbara, CA 93101**

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**Personal Vehicle Use**

**Forms Required to Process:**

- Employee/Volunteer Personal Vehicle Use Form** – Be sure it is signed by the School Principal
- Conditions to Be Observed When Transporting Pupils in Personal Vehicles** – Necessary when transporting any student
- Copy of Automobile Registration** – Vehicle needs to be registered to person driving
- Copy of valid Driver's License**
- Copy of Insurance Coverage** – Note: An insurance ID card is not acceptable. A current copy of the declarations page of the auto insurance policy indicating minimum liability limits of \$100,000 per person/\$300,000 per accident, or \$300,000 Combined Single Limit, and listing the vehicle being used for school business is required. Policy period must be included.

Please submit all of the above forms at least two weeks prior to using the vehicle for school business to the Business Office, Attention: Alma Flores

If you have any questions, please call 963-4331 x 222.