

SANTA BARBARA SCHOOL DISTRICTS

EMPLOYEE/VOLUNTEER PERSONAL VEHICLE USE FORM

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

| | |
|---------------------------------------|-----------------------|
| Name: _____ | Birthdate: _____ |
| Driver's License #: _____ | Exp. Date: _____ |
| Year/Make of Auto: _____ | Vehicle Lic. #: _____ |
| Insurance Carrier/Agent: _____ | Phone: _____ |
| _____ | |
| Liability Limits: \$ _____ / \$ _____ | Policy #: _____ |
| Driving Restrictions: _____ | Expiration Date _____ |
| _____ | |

I certify that the above information is correct and that 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. I have read the above statements and the attached "Conditions to be Observed When Transporting Pupils in Personal Vehicles."

| | |
|----------------------------------|---------------|
| School _____ | Student _____ |
| Owner of Vehicle Signature _____ | Date _____ |
| Driver Signature _____ | Date _____ |

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

| | |
|--------------------------------|------------|
| Campus Administrator _____ | Date _____ |
| Business Office Approval _____ | Date _____ |

SANTA BARBARA SCHOOL DISTRICT

**Conditions to be Observed When Transporting
Pupils in Personal Vehicles**

The School Districts require that the following conditions be observed in transporting pupils (Section 545 Vehicle Code).

1. No more than eight (8) passengers may be transported in any vehicle, including the driver (Section 545 Vehicle Code).
2. No more than nine (9) passengers may be transported in a station wagon or van, including the driver (Section 545 Vehicle Code).
3. All children must be seated in seats which are part of or permanently affixed in the vehicle and must wear individual seat belts.
4. Any child under 4 years of age or under 40 lbs must be seated in an infant seat which is secured with a seat belt.
5. No more than two (2) handicapped pupils who are confined to wheelchairs may be transported in a 9- or 10-passenger station wagon to or from school or school activities.

I have read the Santa Barbara School District's requirements listed above and agree to abide by them.

School

Signature

c: White - Business Office
Yellow - School Site
Pink - Volunteer