



VOLUNTEER DRIVER PACKET

Lakeport Unified School District appreciates and acknowledges the importance of volunteer drivers and understands that without the support of responsible and generous individuals, numerous school activities would not exist.

However, over the past few years, we have received several complaints regarding district vehicles traveling at excessive speeds and/or driving aggressively.

These complaints underscored the need to re-evaluate our policies regarding District and Personal Vehicle Use to ensure the safety of our students and volunteers, limit district liability, and reduce maintenance costs to our fleet vehicles.

After researching the policies of several school districts, Lakeport Unified School District's policy on District and Personal Vehicle Use has been revised to include the following requirements:

- All volunteer drivers must renew their registration forms annually
- All volunteer drivers must submit a DMV Driver Record annually
- Volunteer drivers using their personal vehicles to transport students will be required to meet the minimum insurance requirements of 100/300/50.

***100/300/50** coverage means that you have coverage of \$100,000 bodily injury liability insurance per person, \$300,000 total bodily injury liability insurance per accident, and \$50,000 property damage liability insurance per accident.

Although it may seem like an inconvenience, these additional requirements are the least intrusive method of verifying the safe driving records of individuals entrusted with transporting our students. Please be advised that all information obtained during the approval process will be kept confidential.

DRIVER REQUIREMENTS AND RESPONSIBILITIES

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

1. All drivers must possess a valid California Driver License, be at least 21 years of age, and have been continuously licensed for a minimum of 3 years. Board policy prohibits students from driving vehicles.
2. All drivers must submit a School Driver Registration Form for District and Private Vehicles and must be approved by the school or site administrator. **This form must be renewed annually OR if your insurance policy changes.** Drivers will not be allowed to transport students without a current form on file. **This includes coaches and staff.**
3. All drivers must submit a current California Department of Motor Vehicles Driving Record annually. Your application will not be processed without a current copy of your Driving Record issued within the last 30 days. You may purchase a copy of your Driving Record online at: <https://www.dmv.ca.gov/portal/dmv/detail/online/dr>
This includes coaches and staff.
4. Drivers must be free of any medical condition that may affect his/her ability to operate a vehicle.
5. The number of people transported is not to exceed the capacity for which the vehicle was manufactured and in no instance is a vehicle to carry more than 9 passengers and the driver.
6. Drivers using their private vehicles are required to provide proof of insurance. As proof of insurance, a copy of your Auto Insurance Declaration page showing limits of liability AND the policy expiration date is **REQUIRED**. Policies stating "continuous until canceled" **will not be accepted**. The minimum acceptable liability limit for privately owned vehicles is 100/300/50.
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. All passengers and drivers are **required** to use seat belts.
9. Pursuant to California Vehicle Code Sections 27360 & 27363, drivers shall ensure that children under the age of 8 are secured in a car seat or booster seat in the back seat. Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt.
10. Motor vehicle laws and speed limits must be observed at all times when transporting students.
11. The use of cell phones or other electronic devices while transporting students and/or in a district vehicle is prohibited.
12. The use of alcohol, drugs, or tobacco products of any kind, including electronic cigarettes, when transporting students and/or in district vehicles is strictly prohibited.
13. Be sure to release the parking brake before placing the vehicle in gear.
14. Use low gears when descending steep grades. This will help you maintain a safe and consistent speed and prevent overuse of the braking system.
15. Prior to departure, drivers are required to check the safety of the vehicle: tires, brakes, lights, horn, seat belts, etc.
16. Please document beginning and ending mileage on the log sheet located in each district vehicle.
17. Report any previous vehicle damage or damage that may have occurred during your trip on the defect form (see Vehicle Handbook & Emergency Procedures located in the glove box or center console)
18. Report any accidents on the form located in the glove box or center console. Follow the instructions given in the event of an accident.
19. District vehicles will be issued clean and free of litter. **PLEASE RETURN VEHICLES IN THE SAME CONDITION.** Remove all trash from the vehicle at the end of your trip.
20. **THERE IS NO EATING OR DRINKING ALLOWED IN DISTRICT VEHICLES.** Please arrange your schedule to allow for meal breaks.
21. **You must notify the superintendent or site administrator if you receive a traffic violation while transporting school pupils.**
22. **Drivers must carry permission and medical treatment forms in the vehicle for all students being transported.**

LAKEPORT UNIFIED SCHOOL DISTRICT

**SCHOOL DRIVER REGISTRATION FORM FOR
DISTRICT AND PRIVATE VEHICLES**

These forms must be renewed annually OR if your insurance changes

DRIVER INFORMATION (check one): EMPLOYEE PARENT/GUARDIAN VOLUNTEER

Name: _____ Date of Birth: _____

Street Address: _____

Mailing Address (if different): _____

Telephone: _____ Cell: _____

Driver License No.: _____ Expiration Date: _____

(Attach copy of driver license and DMV Driving Record)

ONLY ONE DRIVER PER FORM

VEHICLE INFORMATION (for private vehicle use)

Registered Owner Name: _____

Address: _____

Make/Model: _____ Year: _____

License Plate No.: _____ Registration Expiration: _____

Seating capacity: _____ Number of seatbelts: _____

Number of booster/child restraint seats, if applicable: _____

INSURANCE INFORMATION (must be in automobile)

Insurance Company: _____

Policy No.: _____ Liability Limit of Policy: _____

Expiration Date: _____ Phone Number: _____

(Attach copy of insurance policy declaration page)

The minimum acceptable liability limit for privately owned vehicles is:

- **\$100,000 bodily injury per person**
- **\$300,000 per accident**
- **\$50,000 property damage**

ACKNOWLEDGMENT BY REGISTERED OWNER

As the registered owner, I certify that the above information is correct. I understand I must have liability insurance coverage in force and agree to advise Lakeport Unified School District of any changes in the above information. I further certify that my vehicle is current in its maintenance according to the manufacturer’s guidelines, that the vehicle is in safe working condition, and that all safety related features of the vehicle are operable. I understand that if an accident occurs, my insurance coverage shall bear the primary responsibility for any losses or claims for damages. Lakeport Unified School District does not cover, nor is it responsible for, comprehensive and collision (physical damage) coverage to my vehicle.

Print Registered Owner Name: _____

Owner’s or Authorized Representative Signature: _____

Authorized Driver’s Name
(if different from registered owner): _____

Date: _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving, driving under the influence of drugs or alcohol, or had my driver license suspended during the last five years.

Signature: _____ Date: _____

Approved by: _____ Date: _____
Superintendent or Designee

DISTRICT & PERSONAL VEHICLE USE INSTRUCTIONS

TRIP REQUESTS AND APPROVAL

1. Requests for district vehicles are initiated by submitting a Transportation Athletic/Field Trip Request Form to your school principal at least two weeks in advance. Upon approval the request will be sent to the Transportation Department.
2. Reservations will be made in the order they are received.
3. Use only the vehicle(s) you have been assigned.
4. If your trip is canceled, please call 262-3022 or 262-3023 to notify the Transportation Department.
5. Short notice requests may be considered. Please contact the Transportation Department with your request. If a district vehicle is available, an approved Transportation Athletic/Field Trip Request Form must be submitted prior to or at the time of departure.
6. District vehicles are located in the bus yard at 2503 Howard Ave., and must be picked up between the hours of 6:45 a.m. and 4:00 p.m. weekdays. For early morning or Saturday departures the vehicle or keys may be picked up by 4:00 p.m. the day before your trip.
7. Gate keys are located on all district vehicle key rings. Upon returning, please drop keys in the red drop box located below the window and to the left of the door to the Driver's Room.
8. If the length of your trip requires additional fuel, you may obtain a fuel card from the District Office. If you use personal funds to fuel a district vehicle, keep all receipts for reimbursement.
9. Fastrak toll tags are available for district vehicles and must be signed out. Any toll fees incurred will be added to your invoice. Please contact the M.O.T. Department if you wish to use a toll tag for your trip. Fastrak toll tags can be used on all Bay Area toll bridges, express lanes, and at parking facilities at the San Francisco International Airport. In Southern California, Fastrak can be used on toll roads and express lanes.

EMERGENCY PROCEDURES

In case of a breakdown, **activate your 4-way flashers (hazard lights).**

In the event of an accident call 911.

You will also be required to fill out an accident report for the district and list the names of all students riding in the vehicle. You may exchange the following information with the driver of the other vehicle:

1. Name, address, and phone numbers.
2. Driver's license and vehicle license numbers.
3. School district name and phone number.

Do not leave the scene until an officer arrives.

Discuss the accident only with law enforcement, or school officials.

Do not speak to the media.