

Business and Noninstructional Operations

SCHOOL RELATED TRIPS

Guidelines for Use of Personal Cars

1. Driver must possess:
 - (a) Valid driver's license.
 - (b) Minimum liability insurance as required by the State of California.
2. Number of passengers (including driver) may not exceed the number of permanently attached seats. In no case can the number of passengers, including driver, exceed the number of available working seat belts. **The driver and all other passengers must wear seat belts as required by the California Vehicle Code.** At no time shall the driver's vision be obstructed.
3. Transporting students in the bed of a truck is strictly prohibited.
4. Drivers must be adults (21 years or older).
5. Drivers must follow the route designated by the principal and unnecessary stops must be avoided.
6. Consent slips from parents must be on file prior to a trip (Form #A 120 17).
7. Use of "Employee/Volunteer Personal Automobile Use Permission Form" (Exhibit A) must be completed and on file before a trip is taken.
8. It is suggested that when using a personal vehicle to transport students, drivers should confirm with the highway patrol that road and weather conditions are safe.

EXHIBIT A

"EMPLOYEE/VOLUNTEER PERSONAL AUTOMOBILE USE PERMISSION FORM"

Study Trip Date_____ Study Trip Destination_____

Driver's Name_____ Birth Date_____

Drivers License State and Number_____ Expiration Date_____

Driving Restrictions_____

Vehicle Owner's Name_____

Year and Make of Auto_____ Vehicle License #_____

Number of Working Seat Belts_____ Number of adults to be transported_____

Number of CVESD students to be transported_____

Insurance Carrier/Agent_____ Phone #_____

Liability Limits_____ Policy #_____

Expiration Date_____

I certify 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. To the best of my ability, I further certify that the above vehicle is mechanically safe.

OWNER OF VEHICLE SIGNATURE

DATE

DRIVER SIGNATURE

DATE

NOTE: If you drive your personal automobile while on a study trip and you are involved in an accident, by law your liability insurance policy is used first. The district liability 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 except as provided in Board Policy and/or the bargaining unit agreement.

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

SIGNATURE OF SCHOOL PRINCIPAL

DATE

Distribution: White Copy: School Yellow Copy: Volunteer

Regulation:
Reviewed: 05/17/94

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California