

## EMPLOYEE/VOLUNTEER PERSONAL VEHICLE USE INSTRUCTIONS

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

1. All drivers must be approved by the School or Site administrator.
2. Each driver must:
  - (a) Possess a valid driver's license.
  - (b) Be at least 21 years of age.
3. The driver must own the vehicle in use, unless the vehicle is rented.
4. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
5. The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial driver license is required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
  - (a) In no case shall the number of passengers, including driver, exceed the number of available seat belts.
  - (b) Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Child passenger restraint systems are required for children under six (6) years of age *or* under 60 pounds
  - (c) All passengers must wear his/her own seat belt. Seat belts are not to be shared.
  - (d) Passengers will only ride in the cab if trucks are used.
6. Use of appropriate Vehicle Form must be completed and on file before each trip is taken.
  - (a) District employees must complete a new form at the beginning of each semester.
  - (b) Proof of insurance must be attached to this form.
  - (c) A copy of a valid driver license must be attached to this form.
7. All vehicles must be covered by liability insurance. Minimum liability insurance coverage limits are:

Each Person:	\$100,000	Each Accident:	\$300,000	Property:	\$25,000
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8. The site administrator/program director or designee must approve in advance trip routes to points outside of the District in excess of ten (10) miles.
9. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State, or Federal agencies authorized to monitor road conditions.
10. Prior to departure, the driver shall be instructed as follows:
  - (a) Inspect the vehicle for safety: tires, brakes, lights, horn, etc.
  - (b) Follow and enforce all safety recommendations of the vehicle manufacturer.
  - (c) Follow the most direct route, and avoid unnecessary stops.
  - (d) Do not carry non-District personnel, non-students, or other "guests" as passengers.



# CONEJO VALLEY UNIFIED SCHOOL DISTRICT

## EMPLOYEE/VOLUNTEER PERSONAL VEHICLE USE FORM

### VEHICLE USE

District	Destination
Start Date	End Date

### DRIVER

Driver Name	Birth Date
Street Address	Telephone #
Driver License #	Expiration Date
Driving Restrictions	

### VEHICLE

Year/Make of Auto	Model	Vehicle License #
Insurance Carrier	Agent	Telephone #
Public Liability (Each Person) \$	Public Liability (Each Accident) \$	Property Damage \$
Policy Expiration Date	Assigned Risk Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### ACKNOWLEDGEMENT

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. I further certify that the above vehicle is mechanically safe, and that I have read and understand the District Personal Vehicle Use instructions (back of this form).

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

**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.

### SCHOOL/SITE APPROVAL

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

\_\_\_\_\_  
School/Site Administrator

\_\_\_\_\_  
Date

White: School

Canary: Driver