

Business and Non-instructional Operations

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

**SCHOOL DRIVER REGISTRATION FORM**

Driver (circle one):      Employee                  Parent/Guardian Volunteer (*Must be over 21*)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Driver's License No. \_\_\_\_\_

\_\_\_\_\_ Expiration Date: \_\_\_\_\_

Telephone No. (    ) \_\_\_\_\_

**VEHICLE INFORMATION**

Name of Owner: \_\_\_\_\_ Year: \_\_\_\_\_

Address : \_\_\_\_\_ Make: \_\_\_\_\_

License Plate No.: \_\_\_\_\_ Model: \_\_\_\_\_

Registration Expires \_\_\_\_\_ Seating Capacity/No. of Seat Belts: \_\_\_\_\_

**INSURANCE INFORMATION**

Insurance Company: \_\_\_\_\_ Policy No. \_\_\_\_\_

Telephone No. (    ) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\*Liability Limits of Policy \_\_\_\_\_

*(\*The minimum acceptable liability limit for privately-owned vehicles is \$100,000 per occurrence. If you transport students often, it is recommended that your coverage be \$300,000 per occurrence.)*

Name of Agent \_\_\_\_\_ Date \_\_\_\_\_

Telephone No. (    ) \_\_\_\_\_

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five (5) years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

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

Date: \_\_\_\_\_

## TRANSPORTATION FOR SCHOOL-RELATED TRIPS

### DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips please:

1. Read the Superintendent of Schools memo (Exhibit (3a/b) 3541.1), sign and return it to the school prior to departure on the field trip.
2. Be sure that you have a valid California driver license and current liability insurance of at least \$100,000 per occurrence on file with the district.
3. Check the safety of your vehicle: Tires, brakes, lights, horn, suspension, etc.
4. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not in any case exceed ten (10). If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
5. All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. A child who is under 8 years old shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal standards.
6. Demonstrate good judgment while in the company of the children:
  - a. Do not smoke a pipe, cigar, or cigarette in the car where minors are present.
  - b. Drugs and alcoholic beverages of any kind are prohibited.
  - c. Follow and obey all the laws of the California Vehicle Code.
7. Carry with you the list of participating students and their emergency contact information.
8. Take the most direct route to the destination or event without unnecessary stops.
9. Do not return from the trip until all students are accounted for at the direction of the teacher supervising the trip.
10. Ask students to check for personal belongings at the end of the trip.

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

SUNNYVALE SCHOOL DISTRICT/MEMORANDUM

TO: Owners of Private Vehicles Used for School Activities

FROM: Superintendent of Schools

RE: POTENTIAL LIABILITY THROUGH USE OF PRIVATELY OWNED VEHICLES  
AND PROCEDURES OF VEHICLE BREAKDOWN

1. Both parent/guardian volunteers and members of the staff when using their privately owned vehicles to provide transportation in accordance with instructions from the district are acting as agents of the district as far as liability is concerned. Any legal liability of the district would be covered by both the general liability and the vehicle insurance carried by the district.
2. If it is judicially determined that injury or damage resulted from the negligence of such a driver, there is a strong likelihood that the judgment would run against the district. Should a court, in a specific incident, find the driver to be personally liable, the district's insurance coverage, in most instances, would not cover that personal liability. The district assumes no responsibility for damage to the owner's vehicles.
3. Although the law states that persons making field trips or excursions are deemed to have waived all claims against the district, this does not prevent recovery by injured third persons - those not connected with the district or the trip. Additionally, there is some question about the waiver as it relates to minors.
4. Even when acting as agents of the district, volunteer parents/guardians or employees would likely be named as defendants in any suit. Whether they would be found personally liable would depend upon the particular case and its circumstances.
5. In view of the above, persons contemplating the use of privately owned vehicles for student activity transportation are advised to:
  - a. Determine if the financial limitations of their own vehicle liability coverage is adequate for the exposure and potential risk involved; owners should not rely on Financial Responsibility Law as a means of limiting their liability.
  - b. Determine if the insurance policy would provide for payment of any personal losses incurred through engaging in activities on behalf of the district.
  - c. All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. A child who is under 8 years old shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal standards.

6. In the event that a private vehicle experiences a breakdown, the following procedures are to be followed:

The teacher shall be responsible for the preparation of a list of students, with phone numbers included, who are taking the field trips. This list will be used to inform parents/guardians of a delay in arrival time from a field trip and a copy of the list will be given to each person driving a private vehicle.

If a private vehicle is due back from a field trip during school hours, the list of students should be left with the school administrative assistant. Should vehicle be delayed, the teacher should call the school office giving pertinent information. The school office will inform parents/guardians of the delay and predicted arrival time.

If a field trip is taken on Saturday or at a time in which the scheduled arrival time is outside of school hours, the teacher shall make arrangements with parents/guardians to establish a phone tree which can be used to inform parents/guardians of a delay in arrival time.

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PLEASE DETACH AT LINE, SIGN AND DATE, AND RETURN TO SCHOOL

TO: Principal of \_\_\_\_\_ School

FROM: \_\_\_\_\_

SUBJECT: TRANSPORTATION FOR STUDENT ACTIVITIES

1. I have been provided with a copy of Superintendent of Schools memorandum, on the subject of Potential Liability Through Use of Privately Owned Vehicles and Procedures of Vehicle Breakdown.
2. I have reviewed its contents and I am aware of my position in providing transportation for school students.
3. I am satisfied that my interests are adequately protected.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Principal or Assistant Principal Initials: \_\_\_\_\_