

UNION HILL SCHOOL DISTRICT

DRIVER INSTRUCTIONS FOR SCHOOL-RELATED TRIPS

Important: You must supply the School Office with a copy of your driver's license and a copy of your insurance policy stating amount of liability coverage. The required minimum coverage is \$100,000 per person/\$300,000 per accident for bodily injury and \$50,000 per occurrence for property damage.

When using your vehicle to transport students on field trips or other school activity trips, the following is required:

1. You must register with the District, for such purposes.
2. **All drivers must provide a valid driver's license.**
3. **All drivers must provide a copy of their driving record from the California Department of Motor Vehicles (DMV). Easiest way to obtain your driving record is to go online:**
 - <http://www.dmv.ca.gov>
 - **Click on Online Services**
 - **Click on Driver License / ID Card**
 - **Go to second bullet to Driver Record Request**
 - **A \$2.00 fee is charged for the print out**
4. **You must provide a copy of your current liability insurance. Your limits must be at least \$100,000 per person/ \$300,000 per accident for bodily injury and \$50,000 per occurrence for property damage.**
5. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
6. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags. Carry only the number of passengers for which your

vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.

7. All drivers shall wear safety belts and shall ensure that all passengers are properly secured in a rear seat in an appropriate child passenger restraint system in accordance with law.
8. If your vehicle is equipped with a passenger-side airbag, make sure that children in the passenger seat are seated in accordance with manufacturer's specifications.
9. The driver or any other persons shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948).
10. Obey all traffic laws.
11. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all the children together and **call 911** and the School or District Office.

Union Hill Elementary/Middle School (530) 273-8456
Union Hill School District (530) 273-0647

UNION HILL SCHOOL DISTRICT
SCHOOL DRIVER REGISTRATION FORM FOR SCHOOL-RELATED TRIPS

DRIVER INFORMATION: (circle one): Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____

Driver's License No.: _____ Expiration Date: _____

Home Phone: () _____ Cell Phone: () _____

VEHICLE INFORMATION

Name of Owner(s): _____

Address of Owner(s): _____

Make/Model: _____ Color: _____ Year: _____

License Plate No.: _____ Seating Capacity: _____

Registration Expiration Date: _____

INSURANCE INFORMATION

Insurance Company: _____ Policy No.: _____

Telephone No.: _____ Expiration Date: _____

Bodily Injury Liability Limits : _____ Property Damage Limits: _____

DRIVER STATEMENT

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must possess a valid driver's license and current license and vehicle registration, and must have at least \$100,000 per person/\$300 per accident bodily injury and \$50,000 per person property damage minimum insurance coverage in effect on any vehicle used to transport students. I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years. I hereby certify that the vehicle being driven is in good mechanical and operational condition and I have no knowledge of mechanical defects which could impose a danger while transporting students. I HEREBY WAIVE ALL CLAIMS AGAINST THE DISTRICT AND ITS BOARD, EMPLOYEES OR AGENTS FOR INJURY, ACCIDENT, ILLNESS, OR DEATH OCCURRING DURING OR BY REASON OF THE FIELD TRIP OR EXCURSION (California Education Code 35330 and 5 CCR 55220).

Signature: _____ Date: _____

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE
With a copy of your Driver's License and proof of the liability limits
Fax: 530-273-0152