



**Business Services Division**  
**Casey Goodall, Ed.D., M.B.A., Assistant Superintendent, Business Services**  
 1875 West Lowell Avenue, Tracy, CA 95376  
 Phone: 209-830-3230 Fax: 209-830-3259  
 Email: [abrooks@tusd.net](mailto:abrooks@tusd.net)

**USE OF PRIVATE VEHICLE IN TRANSPORTING PUPILS**

**TO: Parents, Teachers, Coaches, and/or other adult volunteers providing private vehicle transportation for pupils traveling to and/or from school sanctioned activities.**

We are appreciative of your willingness to volunteer private transportation to assist in the transportation of pupils to and from school sanctioned activities. District Policy requires in such cases that the school principal verify prior to the trip that the driver of the vehicle is properly licensed and insured. Therefore, we request that you complete the Certification Form, detach it, and return it to the school office prior to the scheduled trip.

Our District Insurance Advisor has provided us with the following statements explaining the degree of liability assumed by those persons who voluntarily provide their privately owned vehicles to transport pupils and the minimum automobile insurance coverage required.

- 1. The insurance coverage of the owner of the vehicle is primary in the event of accident.**
- 2. The owner of the vehicle assumes primary responsibilities for liability incurred in the transporting of the students.**
- 3. The owner is required to have paid for and maintained automobile liability insurance with limits equal to or exceeding the following:**

Bodily Injury	\$100,000	Each Person
	\$300,000	Each Occurrence
Property Damage	\$50,000	

Use of private vehicle for approved field trips – The District considers District buses or chartered private carrier buses as the preferred means of transporting pupils; however, it may on occasion be necessary to utilize private vehicles such as parents or teachers’ vehicles. In such cases, arrangements for the private vehicles shall be made by the school principal or the teacher in charge of the activity. It is the responsibility of the school principal to ascertain that the driver is properly licensed and to make the person aware of the liability he or she assumes when volunteering to provide transportation.

**REQUIRED CERTIFICATION BY VEHICLE OWNER**

I \_\_\_\_\_ have read and understand the above information. I certify that the privately owned vehicle which I have provided to transport pupils on a school sanctioned trip is to the best of my knowledge, in good working condition, and that I have at least the required minimum insurance coverage as stated above by the District Insurance Advisor. If I am to be the driver, I further certify that I possess a current valid California Driver’s License for this type of vehicle, and that I will obey the laws of the State of California pertaining to the operation of a motor vehicle.

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (Phone Number)

**CERTIFICATION BY DRIVER OF VEHICLE**  
 (if other than owner)

I \_\_\_\_\_ have read and understand the above information. I certify that I have the permission of the above named owner to drive the vehicle, that I possess a current valid California Driver’s License for this type of vehicle, and that I will obey the laws of the State of California pertaining to the operation of a motor vehicle.

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

# VOLUNTEER DRIVER INFORMATION

## DRIVER INFORMATION (please print):

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Driver's License Number: \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Number State Mo Day Year

Driver's License Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo Day Year

**PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE AND PROOF OF INSURANCE REFLECTING THE MINIMUM LIMITS LISTED ABOVE.**

## VEHICLE INFORMATION:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Registration Expiration: \_\_\_\_\_

Vehicle License Number: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

Registered Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

## INSURANCE INFORMATION:

Insurance Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Policy: \_\_\_\_\_  
Number Date Issued Expiration Date

\*Limits of Liability: \_\_\_\_\_

\*The minimum acceptable limits of liability (including uninsured/underinsured motorist coverage) on the vehicle should be \$100,000/\$300,000 and \$50,000 property damage)

I certify that the above information is correct, that the driver of this vehicle (myself or another family member) has not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past 5 years.

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

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

## Reviewed and Approved By:

\_\_\_\_\_  
Principal or Designee

\_\_\_\_\_  
Date

## **SCHOOL SPONSORED TRIPS VOLUNTEER DRIVER INSTRUCTIONS**

**Before you can use your vehicle to transport students on field trips or other school activity trips, you must:**

- 1. Have registered with the District for such purposes and have a valid driver's license and current liability insurance of at least \$100,000/\$300,000 per occurrence and \$50,000 property damage. The Volunteer Driver Information Form must be completed and signed.**
- 2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, windows, windshield wipers, mirrors.**
- 3. Carry only the number of passengers for which your vehicle was designed with seatbelts. If you have a truck or pick-up, carry only as many as seatbelts are provided for in the passenger compartment. Under no circumstances are students to be transported in the bed of a truck or pickup.**
- 4. Require each passenger to use a safety belt.**

**In case of emergency, keep all the students together and call your site office.**

***Under California Law, your insurance carrier has primary responsibility if you are involved in an accident while transporting students on a school-sponsored trip.***