

Sequoia Union High School District
PERSONAL VEHICLE USE FORM 2023-2024

Required for anyone driving students to/from school sponsored events

Volunteer coordinator has confirmed the following are included in the driving packet:

1. Proof of Insurance including the policy expiration date (cannot be expired)
2. Driver's license (cannot be expired)
3. DMV Authorization for release of driver record (completed and signed)
4. PVU Form is completed and signed by volunteer

Initial to confirm the four items are included: _____

Please complete the following

Name: _____ Phone Number: _____ Birthdate: _____

Email Address: _____

Driver's License Number: _____ Expiration Date: _____

Year/Make of Automobile: _____ Vehicle License Number: _____

Insurance Carrier/Agent: _____ Phone Number: _____

Liability Limits (must be above \$100,000 min.): _____ Policy Number: _____

Insurance Expiration Date: _____ Driving Restrictions: _____

School: _____ Sport/Event: _____

- Note: If a personal automobile is driven while on SUHSD business, and it is involved in an accident, **by law the personal liability insurance policy is used first.** The SUHSD liability policy would be used only after the personal policy limits have been exceeded. The SUHSD does not cover, nor is it responsible for, comprehensive and collision coverage for personal vehicles.
- All persons driving on SUHSD business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-SUHSD personnel or students or guests as passengers; (4) not carry more than nine (9) students, no matter what the size of the vehicle; and (5) ensure that all vehicle occupants use seat belts.
- Information regarding student drivers: On July 1, 1998, new laws were imposed concerning provisional drivers (under 18 years of age), and the following restrictions apply to all SUHSD students who are under 18 years of age: During the first 12 months provisional drivers are licensed to drive, they cannot drive between the hours of 11:00 p.m. and 5:00 a.m. and cannot transport passengers under the age of 20 unless accompanied by a parent/guardian, a licensed driver 25 years of age or older, or a licensed-certified driving instructor.

I certify that the above information is correct and that the insurance coverage is in force. I understand that if performing work for the Sequoia Union High School District (SUHSD) in the course of my duties I may utilize my personal vehicle; I must have liability insurance coverage in force as required by the State of California and agree to advise the SUHSD, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

Signed: _____ Date: _____

FOR OFFICE USE ONLY

Included in the packet:

Insurance ☐

Driver's License ☐

DMV Release ☐

Date to DO: _____ Date of Approval: _____