



WINDSOR UNIFIED SCHOOL DISTRICT
DRIVER INSTRUCTION

1. Vehicle Safety: As a driver of a car transporting students, you are responsible for providing a safe vehicle in excellent condition and repair, including the following:
 - Minimum tread on tires (not bald or worn)
 - Working horn, lights, turn signals, mirrors
 - Normally operating engine
 - Normal mechanical systems, including suspension, steering and brakes
 - Seat belts for all passengers
 - Appropriate spare tire, highway flares
 - Normal interior and exterior
 2. The volunteer driver has met all the legal requirements for possessing a driver's license; has an excellent driving record; and is 21 years of age or older (preferably a parent of one of the students). Under special circumstances, if students are required to go to another school site or other location during their scheduled day as a portion of their curricular program and there is not any other mode of transportation students may volunteer to drive themselves, and others, in their own vehicles. Student drivers and their passengers are required to submit a signed parental permission form to drive or be a passenger in a student driven vehicle. **This special circumstances provision does not apply to field trips.** Students shall **not** drive on any school or class field trips. The teacher of the class must provide a properly signed and executed School Driver certification form to the principal of the school before the student is allowed to drive. An explanation of description of the activity shall be sent with the forms to the site Administrator. Special circumstance trips may not exceed a 30-mile radius of the District.
 3. The car being driven has an operational seat belt for each person being transported. The driver certifies that all passengers will be restrained using the appropriate passenger restraint systems (child car seat, booster seat, and /or safety belts). Furthermore, children age 12 (twelve) and under shall not ride in the front passenger seat of any vehicle equipped with a front seat airbag.
 4. The driver accepts the added responsibility that comes with carrying students, and therefore is more conscious of all driving rules and regulations set forth by the State of California. The California Supreme Court has eliminated the protection of the former California Guest Law.
 5. The driver understands that if an accident occurs, the driver's insurance coverage shall bear primary responsibility for any losses or claims for damages.
 6. In case of emergency, Driver agrees to keep all passengers together and call 911, the appropriate school, and the district office.
- *Note: When driving a district vehicle, district insurance is primary. All district vehicles are required to have sufficient operational seatbelts for each passenger and are kept in good repair. Please notify transportation department immediately of any problems experienced with driving a district vehicle.*

I certify that the information given above is true and correct and that I have read the above terms and conditions. Thereof and will advise the district during the year if this information changes:

Signature of Volunteer Driver as Listed Above Date

Authorizing School Agent or Activity Sponsor Date Phone Number

SCHOOLS: PLEASE BE SURE FORM IS COMPLETE - SUBMIT TO BUSINESS OFFICE SECRETARY



WINDSOR UNIFIED SCHOOL DISTRICT
VOLUNTARY ADULT DRIVER CERTIFICATION

For use by Adult Volunteer Drivers (circle one): Parent Community Volunteer District Employee

To be filed at least once a year by any individual transporting students either in their own vehicle or when driving a district owned vehicle. All field trips begin and end at school.

The Windsor Unified School District acknowledges the needed assistance by responsible volunteer drivers in order to provide transportation for numerous activities that take place within the school system that other wise would not exist without support. We sincerely appreciate your contribution. In order to provide the best assurance to both the volunteer driver and the school district, the following information is gathered and agreements are made with the volunteer by signing at the bottom of the page:

Name: _____ Date of Birth: _____

Address: _____ Driver's License No. _____ Exp. Date _____

Telephone No. _____ Cell phone No. _____

VEHICLE

Name of Owner: _____ Year: _____ Make: _____

Address: _____ License Plate No. _____ Exp. Date _____

No. Seat Belts (required) _____

The District is responsible for determining the following:

1. Have you been convicted of reckless driving, or under the influence of drugs or alcohol within the past five years?

_____ Yes _____ No If yes, district policy prohibits your serving as a driver.

In accordance with AR 6153, Teachers and Chaperones shall not consume alcohol, smoke or use controlled substances while accompanying students on a trip.

2. Proof of liability and medical coverage insurance on the vehicles you will be driving is required by state law. The District requires a minimum of \$100,000 personal injury, \$300,000 bodily injury or death, and \$50,000 property damage.

Limits of Coverage: _____

** If needed, you may seek a one-day Certificate of Insurance for the prescribed amount from your insurance carrier.*

A copy of the auto insurance DECLARATION PAGE must be attached

3. Date of Field Trip: _____ Destination: _____

4. Number of Passengers: _____ (may not exceed number of available seat belts).

SUBMIT THIS FORM AND FORM L