

OAK PARK UNIFIED SCHOOL DISTRICT

School Name \_\_\_\_\_

School Year \_\_\_\_\_

**SCHOOL DRIVER CERTIFICATION FORM**

Name \_\_\_\_\_

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

Address \_\_\_\_\_

Driver's License # \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_

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

Do you have any physical condition, or are you taking medication, which would affect driving safety?

YES     NO

**APPROVAL FOR:**     District Vans     Personal Vehicle (complete vehicle information section)

**VEHICLE INFORMATION**

Registered Owner \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_

Address \_\_\_\_\_

License Plate # \_\_\_\_\_

\_\_\_\_\_

Registration Expires \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_

Seating Capacity \_\_\_\_\_

**INSURANCE INFORMATION**

Have you had a moving violation and/or accident within the past year?

YES     NO

If yes, please explain and give date of incident: \_\_\_\_\_

\_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_

Policy Liability Limits \_\_\_\_\_

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

*The minimum acceptable liability limit for privately owned vehicles is \$100,000 per person \$300,000 per Accident*

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

Telephone # \_\_\_\_\_

I certify that I have read, understand and initialed the Attached Personal Vehicle Use Instructions/Guidelines and that the information given above is true and correct. I understand if an accident occurs involving my private vehicle, my insurance coverage shall bear the only responsibility for any losses or claims for damages. I am attaching a copy of my driver's license and insurance policy showing dollar amounts and dates of coverage.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal's Approval \_\_\_\_\_

Date \_\_\_\_\_

# OAK PARK UNIFIED SCHOOL DISTRICT

## PERSONAL VEHICLE USE INSTRUCTIONS

Drivers and private vehicles being operated for District purposes must meet or exceed the following guidelines:

1. All drivers, employees and volunteers, must be approved by the School or Site administrator.
2. Each driver must:
  - a. Possess a valid driver license.
  - b. Be at least 25 years of age
3. Use of appropriate Vehicle Form must be completed and on file before each trip is taken.
  - a. District employees must complete a new form at the beginning of each semester.
  - b. Proof of insurance must be attached to this form.
  - c. A copy of a valid driver license must be attached to this form.
4. The driver must own the vehicle in use, unless the vehicle is rented.
5. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
6. No adult may smoke or otherwise use tobacco products, alcohol, or drugs while there are minors in the vehicle.
7. Prior to departure, the driver shall be instructed as follows:
  - a. Inspect the vehicle for safety: tires, brakes, lights, horn, etc.
  - b. Follow and enforce all safety recommendations of the vehicle manufacturer.
  - c. Follow the most direct route, and avoid unnecessary stops.
  - d. Do not carry non-District personnel, non-students, or other “guests” as passengers.
8. The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial driver license is required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
9. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
  - a. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Child passenger restraint systems are required for children under eight (8) years of age *or* under 4 feet, 9 inches in height.
  - b. All passengers eight (8) years of age and older must wear his/her own seat belt. Seat belts are not to be shared.
  - c. Passengers will only ride in the cab if trucks are used.
10. All vehicles must be covered by liability insurance. Minimum liability insurance coverage limits are:  
Each Person: \$100,000      Each Accident: \$300,000
11. The site administrator/program director or designee must approve in advance trip routes to points outside of the District in excess of ten (10) miles.
12. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State, or Federal agencies authorized to monitor road conditions.

School Drivers Initial: \_\_\_\_\_