

Huntington Beach Union High School District
Permission to Use Personal Vehicle in Transporting Students

This form is to be used only when District transportation is not available and must be returned to the Site Administrator in charge of transportation 48 hours in advance of the trip, except when previously arranged District transportation has been cancelled.

PURPOSE OF TRIP: _____ PARTICIPATING GROUP: _____

NAME: _____ DRIVER'S LICENSE: _____ EXPIRES: _____

YEAR/MAKE OF AUTO: _____ VEHICLE LICENSE # _____ # OF SEAT BELTS: _____

INSURANCE CARRIER/AGENT: _____ PHONE #: _____

LIABILITY LIMITS: _____ POLICY #: _____ EXPIRES: _____
(Mandatory bodily injury \$100,000)

I certify the above information is correct and the insurance coverage is in force. Understand I must have LIABILITY insurance coverage in force. I further certify that the above vehicle is mechanically safe.

SIGNATURE: _____ TELEPHONE #: _____ DATE: _____

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District's liability policy would be used only after your policy limits have been exceeded. Students may not be designated to drive. Vehicle design cannot seat more than 10 passengers including the driver. Vehicle cannot transport more than 10 passengers including the driver.

CAMPUS ADMINISTRATOR: _____ DATE: _____

28.02 (Rev. 3/01)

Distribution: White: Site; Yellow: Transportation Dept.

PLEASE INCLUDE THE FOLLOWING WITH THIS FORM:

- 1) COPY OF DRIVERS LICENSE
- 2) INSURANCE POLICY (POLICY MUST SHOW MINIMUM \$100,000 LIABILITY COVERAGE)

IN ORDER TO BE AN APPROVED DRIVER, VOLUNTEERS MUST ALSO HAVE :

- 1) COMPLETED THE ONLINE VOLUNTEER APPLICATION AT www.fvhs.com/vips
- 2) TB RISK ASSESSMENT (done by our school nurse) OR A NEGATIVE TB TEST RESULT (taken within the past 4 years)
- 3) DOJ CLEARANCE FROM OUR DISTRICT OFFICE
 - a. Volunteer must go to our Human Resources department in the District Office located at 5832 Bolsa Ave, Huntington Beach to pick up Fingerprint clearance form and directions.
 - b. The District Office will advise the Community Resource Coordinator when the volunteer has been cleared.