

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT**  
**PRIVATE VEHICLE USE FORM**

Study Trip Date: \_\_\_\_\_ Destination: \_\_\_\_\_  
Time of Departure: \_\_\_\_\_ Time of Expected Return: \_\_\_\_\_  
Driver's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Driver's Address: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Driving Restrictions: \_\_\_\_\_  
Vehicle Owner's Name (if different from driver): \_\_\_\_\_  
Vehicle Owner's Address (if different from driver): \_\_\_\_\_  
Year and Make of Auto: \_\_\_\_\_ Vehicle License #: \_\_\_\_\_  
Number of working seat belts: \_\_\_\_\_ Number of adults to be transported: \_\_\_\_\_  
Number of CVESD students to be transported: \_\_\_\_\_ Number of other passengers: \_\_\_\_\_  
Vehicle Insurance Company: \_\_\_\_\_ Agent: \_\_\_\_\_  
Policy #: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_  
Policy Effective Date: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

**Minimum Required Limits:**

Bodily Injury \$100,000/300,000  
Property Damage \$50,000 per accident  
Medical Payment \$2,000

**Your Policy Limits:**

Bodily Injury: \_\_\_\_\_  
Property Damage: \_\_\_\_\_  
Medical Payment: \_\_\_\_\_

As required, one of the following documents is attached: 1) Proof of Insurance, 2) photocopy of the face sheet of the insurance policy; or 3) Certificate of Insurance from the insurance agent or company.

I certify the above information is correct and the insurance coverage is in force. In understand I must have automobile liability insurance coverage and agree to advise the District, in writing, of any changes in the above information. I further certify that, to the best of my knowledge, the above vehicle is mechanically safe.

**NOTE:** When a private vehicle is used to transport students, the private vehicle's automobile liability insurance policy is primary. The District's automobile liability policy would be used only after the primary policy limits have been exceeded. The District does not cover, nor is responsible for, comprehensive and collision coverage to a private vehicle except as provided in Board Policy and/or a Bargaining Unit Agreement.

**NUMBER OF PASSENGERS** (Exclusive of Driver)

The number of passengers to be transported in any vehicle shall not exceed nine (9), or, more than is legally permissible for the vehicle. Drivers shall **place all children securely restrained in the back seat**. Students shall not be transported in the back of a pickup truck or motor vehicle not designed for passenger seating. Please see reverse side of this form for further requirements.

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the above information and approve the use of this driver and vehicle for the purpose stated.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TRANSPORTATION FOR FIELD TRIPS AND SCHOOL EVENTS

### INSTRUCTIONS TO DRIVERS

Instructions for staff, parents, or volunteers who use their personal cars or other vehicles to transport students on field trips or school events:

1. Driver must be 18 years of age or older.
2. Driver must verify that they possess a valid driver's license.
3. Driver must safety check your vehicle's tires, brakes, lights, horn, suspension, etc.
4. Driver must check the adequacy of your liability insurance coverage. You are liable in case of an accident, injury, or death resulting from use of your vehicle.
5. Driver must attach a copy of one of the following documents:
  - a) Proof of Insurance,
  - b) Photocopy of the face sheet of the insurance policy; or
  - c) Certificate of Insurance from the insurance agent or company.
6. Carry only the number of passengers (not to exceed 9) your vehicle was designed for. The number of occupants may not exceed the number of working safety belts available. Pre-school and school-age children must be restrained in the rear seat using proper restraints (car seat if applicable). Front passengers should be as far back as possible from passenger air bags to avoid injury or death. Direct questions regarding restraints to:

Pacific Safety Council @ 1-888-846-4200, Extension 15

7. The number of occupants in a pickup or motor truck may not exceed more than can safely sit in the passenger compartment. Motorhomes **may not be used** to transport students. Students are forbidden to ride in the cargo area of pickups or motor trucks, whether or not cargo areas are enclosed by camper shells or other protective coverings.

*Travel caravan style for use of more than one vehicle.*