



### STUDENT TRANSPORTATION FORM

Driver (check one):  Employee  Parent/guardian  Volunteer  
I will be driving (please check one):  District Vehicle  Personal Vehicle  Rental Vehicle

School/Department Name: \_\_\_\_\_ For School Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Activity: \_\_\_\_\_

NOTE: If any other insurance coverage is available to an Employee/Parent/Volunteer, driving their personal vehicle, whether such coverage is called excess over, or pro rata with other valid collectible coverage or not, the coverage afforded by the District's policy shall not apply until such coverage has been exhausted.

Driver's Name.: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Insurance Exp. Date: \_\_\_\_\_ Liability Limits: \_\_\_\_\_

Year/Make of Auto: \_\_\_\_\_ Vehicle Registration Exp Date: \_\_\_\_\_

I, \_\_\_\_\_, (staff/parent/volunteer name) **declare, under penalty of perjury, under the laws of the State of California that:**

- I have NOT been convicted of a sex offense under federal, state or local law
- I have NOT been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years.
- (Check one)
  - (If driving personal vehicle) I hold liability insurance coverage with minimum liability limits of \$100,000 per person/\$300,000 per accident, or \$300,000 combined single limit. Insurance declaration page is required.
  - (If driving district or rental vehicle) I certify (or declare) that I hold at least the minimum insurance required by the state of California.
- All passengers I transport will be restrained by seat belts or car seats, no alcoholic beverages will be transported while students are in the vehicle, and no alcohol, drugs, cigarettes or tobacco will be used.

The Santa Barbara Unified School District requires that the following conditions be observed while transporting students: (1) No more than nine students will be transported, (2) all students must be seated in seats which are part of or permanently affixed to the vehicle; (3) all students must wear individual seat belts; (4) children must ride in either a car seat or booster seat until the age of eight, or until they reach a height of 4 feet 9 inches; (5) no more than two handicapped students who are confined to wheelchairs may be transported in a nine-passenger vehicle.

**I have read the district's requirements listed above and agree to abide by them.**

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

**Note: Please attach a photocopy of the following: (1) auto policy declaration page (2) driver's license and (3) vehicle registration form**

I have read the above and approve the use of this vehicle for transporting students to a school sponsored event:

Campus Administrator \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## DRIVER CHECKLIST

### Forms Required for Approving Drivers:

- Student Transportation Form** – Must be signed by a school administrator
- Copy of current vehicle registration** –Vehicle must be registered to the driver, or to the driver's spouse. This is NOT necessary if driving a district vehicle or rental.
- Copy of valid driver's license**
- Proof of insurance coverage** – Driver must hold minimum liability limits of \$100,000 per person/\$300,000 per accident, or \$300,000 combined single limit, include declaration page.

Please submit all of the above forms to the **school site** at least two weeks prior to using the vehicle for school business.

If you have any questions about the driving requirements contact the Santa Barbara Unified School District's Business Office at 963-4338 x 6222.

### **DRIVER INSTRUCTIONS**

When using your vehicle to transport students on field trips or other school activity trips:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance (with minimum liability limits of \$100,000 per person/\$300,000 per accident, or \$300,000 combined single limit).
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops.

**In case of emergency, keep all students together and call 911 and your school site contact.**