

Sequoia Union High School District  
**PERSONAL VEHICLE USE FORM**

Required for anyone driving students to/from school sponsored events

Volunteer coordinator has confirmed the following are included in the driving packet:

1. Proof of Insurance including the policy expiration date (cannot be expired)
2. Driver's license (cannot be expired)
3. DMV Authorization for release of driver record (completed and signed)
4. PVU Form is completed and signed by volunteer Initial to confirm the four items are included: \_\_\_\_\_

**Please complete the following**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Year/Make of Automobile: \_\_\_\_\_ Vehicle License Number: \_\_\_\_\_

Insurance Carrier/Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Liability Limits (must be above \$100,000 min.): \_\_\_\_\_ Policy Number: \_\_\_\_\_

Insurance Expiration Date: \_\_\_\_\_ Driving Restrictions: \_\_\_\_\_

School: \_\_\_\_\_ Sport/Event: \_\_\_\_\_

- Note: If a personal automobile is driven while on SUHSD business, and it is involved in an accident, **by law the personal liability insurance policy is used first.** The SUHSD liability policy would be used only after the personal policy limits have been exceeded. The SUHSD does not cover, nor is it responsible for, comprehensive and collision coverage for personal vehicles.
- All persons driving on SUHSD business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-SUHSD personnel or students or guests as passengers; (4) not carry more than nine (9) students, no matter what the size of the vehicle; and (5) ensure that all vehicle occupants use seat belts.
- Information regarding student drivers: On July 1, 1998, new laws were imposed concerning provisional drivers (under 18 years of age), and the following restrictions apply to all SUHSD students who are under 18 years of age: During the first 12 months provisional drivers are licensed to drive, they cannot drive between the hours of 11:00 p.m. and 5:00 a.m. and cannot transport passengers under the age of 20 unless accompanied by a parent/guardian, a licensed driver 25 years of age or older, or a licensed-certified driving instructor.

I certify that the above information is correct and that the insurance coverage is in force. I understand that if performing work for the Sequoia Union High School District (SUHSD) in the course of my duties I may utilize my personal vehicle; I must have liability insurance coverage in force as required by the State of California and agree to advise the SUHSD, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Included in the packet:

Insurance

Driver's License

DMV Release

Date to DO: \_\_\_\_\_ Date of Approval: \_\_\_\_\_