SAN RAFAEL CITY SCHOOLS

DRIVER AUTHORIZATION FORM

EMPLOYEES * PARENTS * VOLUNTEERS

AT LEAST 10 DAYS PRIOR TO DRIVING COMPLETE & RETURN THIS FORM & REQUIRED DOCUMENTS TO SCHOOL SITE MAIN OFFICE

Driver's Name:	Driver's Phone:
Driver's Email (for notification):	
School(s):	☐ FIELD TRIP(S) ☐ ATHLETIC
* * MINIMUM INSURANCE RI 1.Public Liability: Minimum of \$100,000 per person M 2.Property damage: Minimum of \$100,000 per acciden 3.Uninsured motorist: Minimum of \$100,000 per accid 4.Medical: Minimum of \$5,000 per person	Iinimum of \$300,000 per accident
Insurance Provider and Policy #:	
Vehicle capacity is one passenger per seat belt. <u>I will ensure that all o</u>	f my passengers wear their seatbelts.
2. I have inspected my vehicle and it is in safe operating condition: lights	s, horn, turn signals, brakes, tires, and suspension.
3. I have no physical limitations that would adversely affect my ability to drive safely, including, but notlimited to, blackouts, seizures, or release from an alcohol or detoxification facility within the last 6 months.	
 I have no prior convictions for driving under the influence, nor will I c while on a school-sponsored field trip or athletic event. 	consume any alcoholic beverages or other drugs
5. I have <u>no prior convictions</u> for violent or serious felonies as listed and Section 1192.7, and Section 44010 of the Penal Code.	described in subdivision (c) of Section 667.5,
6. I have provided San Rafael City Schools with (1) a copy of my driver insurance billing statement and (4) current proof of insurance card.	's license, (2) current DMV driving record, (3) current
7. I am an adult <u>over the age of 25</u> :	
 I certify that the above information is correct and that the ins advise the District in writing of any changes in the above info 	
☐ I will be using a vehicle listed on my insurance document. I of an accident, and San Rafael City Schools accepts no response	
I understand that I must <u>IMMEDIATELY</u> notify San Rafael License validation or restrictions, or if my insurance coverage	
PLEASE NOTE: This form expires on the last day of the current school	l year and must be renewed each school year
Signature of Driver:	Date:
Site Principal:	Date:
DISTRICT OFFICE:	

INS

DMV

DL

APPROVED:

DATE:

REQUIRED DOCUMENTATION

ALL DRIVERS, including parents and <u>district employees</u>, must complete and sign a Driver Authorization Form and submit all required documentation at least ten (10) working days prior to the trip. This includes parents driving only their children for any school function.

Signed form and required documents must be taken to the school site Main Office

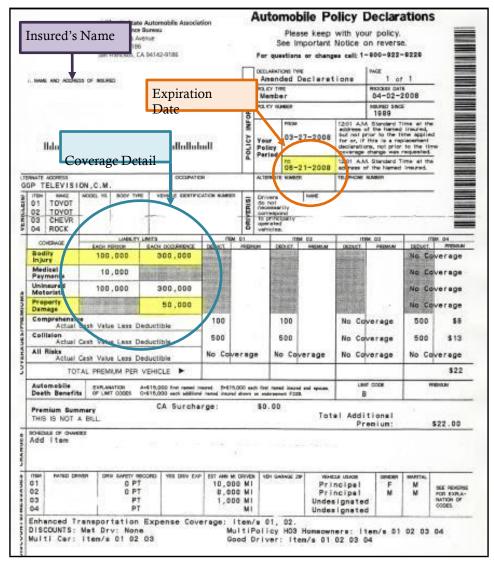
* * ONCE YOUR FORM IS APPROVED, YOU ARE AUTHORIZED TO DRIVE FOR SAN RAFAEL CITY SCHOOLS DISTRICT * *

PLEASE NOTE: Submitting paperwork IS NOT an automatic authorization to drive. You must receive notification of approval via email or phone PRIOR TO DRIVING.

Required documentation includes:

- 1. <u>CURRENT</u> Driver Authorization Form -(original) signed by parent and school site
- 2. <u>CURRENT</u> Driver License Record (DMV)- \$5.00 at DMV; \$2.00 online https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome
- 3. CURRENT Insurance Policy Declaration Doc (copy) includes driver's name, coverage limits & expiration date
- 4. CURRENT Proof of Insurance Card (copy)
- 5. <u>VALID</u> Driver's License (copy)

SAMPLE INSURANCE BILLING DOC:



REMINDERS:

- □ Driver Authorization Forms are valid for **ONE SCHOOL YEAR**. Each school year (July–June) ALL DRIVERS, including parents and <u>district employees</u>, must submit a new driver form with current documentation prior to driving students for any field trip/athletic event.
- ☐ Prior to the trip, drivers must conduct a thorough inspection of their vehicle. The inspection should include lights, horn, turn signals, brakes, tires (including a spare), and emergency tools.
- ☐ Carry only the number of passengers for which the vehicle has safety restraints. All passengers must use their seat belts at all times, one passenger per seat belt.
- ☐ Students under the age of eight (8), or less than four feet nine inches tall (4'9"), must be in a child safety seat (or booster) in the back seat of the vehicle. Please visit chp.ca.gov online for current California child safety seat laws.
- ☐ Caravan travel is required if more than one vehicle is used for any trip.