

EMPLOYEE DRIVER APPLICATION (Part 1)

For School Year 2023-2024

Site/Department: _____ Driver Name _____

District Requirements

Willits Unified School District acknowledges the need for responsible drivers to provide transportation services for school activities and related business. To ensure that transportation services will be provided in a safe, efficient and cost effective manner, all drivers must comply with the following requirements:

1. The driver must be at least age 21 to drive for business purposes and age 25 if transporting students, possessing a valid California driver's license, and have been continuously licensed for a minimum of 3 years.
2. Driver must be free of any medical condition that may affect his/her ability to operate a vehicle.
3. No alcohol or drugs will be consumed prior to, or while operating the vehicle.
4. The number of passengers shall not exceed the capacity for which the vehicle was designed.
5. No one may transport more than nine passengers plus the driver in any vehicle.
6. Transportation is limited to District business and/or transportation of students and approved chaperones for educationally based activities, sports and field trips.
7. All occupants must wear seat belts whenever the vehicle is in motion.
8. All students who are less than 8 years of age or under 4"9" tall must be properly secured in a rear seat in a child passenger restraint system meeting applicable federal motor vehicle safety standards.
9. The use of cell phones, walkmans, pagers or other electronic devices while driving is prohibited.
10. Smoking a pipe, cigar or cigarette/electronic cigarette in the vehicle is prohibited.
11. The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, will be conscientious in obeying all driving rules and regulations in accordance with federal, state and local laws. The California Supreme Court has eliminated the protection of the former California Guest Law; therefore, a guest passenger may sue his/her host owner/driver.
12. Driver must have an acceptable driving record as determined by the Willits Unified School District policy. The Willits Unified School District reserves the right to require a current H6 Motor Vehicle Report (10 year MVR) and/or accident reports for determination of driver eligibility.
13. If the above conditions change and/or cannot be met, I will no longer participate as a driver until the requirements can be met.

I CERTIFY THAT I HAVE READ THE ABOVE REQUIREMENTS AND THAT I AM IN COMPLIANCE WITH THEM.

Signature: _____ Date: _____
 Name (Print): _____ Driver License #: _____
 Address: _____ License Expiration Date: _____
 Home Phone: _____ Cell Phone #: _____

ATTACH:

1. **Copy of California Drivers License.**
2. MVR (Motor Vehicle Record / Driver Record) dated within past 30 days. \$2
<https://www.dmv.ca.gov/portal/dmv/detail/online/dr>
3. **Part 2 of application including evidence of insurance if driving an employee owned vehicle.**

For District Use Only:

Approved Driver _____	
Date: _____	(Designated District Official)
<i>Retain original signed form in school file after approval.</i>	

EMPLOYEE DRIVER APPLICATION (Part 2)

Required for employees using their private vehicle for business purposes.

For School Year 2023-2024

Site/Department: _____ Driver Name _____

VEHICLE INFORMATION:

Name of Owner: _____	Description of Auto
Address: _____	Year: _____
Telephone: _____	Make: _____
	Number of Seatbelts: _____
	License Plate No. _____
	Registration Expiration _____
	Number of Booster/Child Restraint Seats, if applicable _____

INSURANCE INFORMATION:

Driver must have an automobile liability insurance policy and assume all responsibility for all physical damage to the vehicle. When driving a personal vehicle while on Willits Unified School District business and involved in an accident, by law your liability insurance policy is used first. The Willits Unified School District liability policy would be used only after your policy limits have been exceeded. The Willits Unified School District does not cover, nor is it responsible for comprehensive and/or collision coverage to your vehicle.

Minimum Personal Automobile Liability Limits Required:

Bodily Injury	<u>\$100,000 each person</u>	OR	Combined Single Limit	<u>\$300,000 each occurrence</u>
	<u>\$300,000 each occurrence</u>			
Property Damage	<u>\$ 50,000 each occurrence</u>			

Auto Insurance Company: _____ Policy No.: _____
Expiration Date of Policy: _____

Liability Limits: Bodily Injury: \$ _____ each person
 \$ _____ each occurrence
 Property Damage: \$ _____ each occurrence
 ~OR~
 Bodily Injury and Property Damage Liability, Combined Single Limit
 \$ _____ each occurrence

As the registered owner, I certify the above insurance information is correct. I understand I must have liability insurance coverage in force and agree to advise the Willits Unified School 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. If an accident occurs, my auto liability policy is primary and used first for losses or claims for damage. The Willits Unified School District does not cover, nor is it responsible for, comprehensive and collision (physical damage) coverage to my vehicle.

Signature: _____

Name (Print): _____ Date: _____

For District Use Only:

Approved Driver and Vehicle: _____
Date: _____ (Designated District Official)

Retain original signed form in school file after approval.