

**SIMI VALLEY UNIFIED SCHOOL DISTRICT
STUDENT TRANSPORTATION PERMISSION FORM**

E(4) 3541.4

This form must be completed each time a parent wants to drive their child or have their child drive to and from practices, games, events, etc.

Students are required to travel on busses, vans, or other transportation provided by the Simi Valley Unified School District to all school sponsored activities, practices and/or games/events. However, because of emergency situations, parents may need to transport their son/daughter, or the student may need to drive himself/herself.

A Private Vehicle Drivers Statement must accompany this form

Name of child or ward

Name of Parent or Legal Guardian

Activity/ Game

Class / Team / Club

Date(s) of Activity/ Game

Location of Activity/ Game

1. My son/daughter has my permission to:

- Travel with me
 Use his/her own vehicle
 Travel with another adult Name of adult: _____ Phone: _____

2. Reason for this request: _____

3. The student and Parent/Guardian are required to notify the School Administration, Athletic Director and Coach that they will be providing their own transportation at least 24 hours in advance of the activity. If the School Administrator, Athletic Director, or Coach decides that self-transportation for this particular event is inappropriate, the student and parent agree that the student will use the transportation provided by the district.

4. It is understood and agreed that this permission to provide our own transportation is conditionally approved by the School Administrator, Athletic Director, and Coach of the activity and can be revoked at any time at their discretion.

5. It is understood and agreed that my child or ward will not transport any other student in his/her vehicle, except for his/her siblings who are also students at the school and involved in the same activity. Drivers may not carry non-district personnel, non-students, non-student family members, or other guests as passengers.

6. I/we agree to defend, indemnify, and hold harmless the District, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to property, or any other loss, sustained or claimed to have been sustained arising out of the transportation described above.

7. **I have carefully read this authorization and fully understand its contents and voluntarily consent to its terms and conditions.**

Signature of Parent/Guardian

Date

Signature of Student

Date

All signatures are necessary for approval:

Approved

Signature of Coach / Instructor

Date

Approved

Signature of Athletic Director

Date

Approved

Signature of School Administrator

Date

Not approved

Signature

Date

Field Trip by Private Vehicle Driver Statement

This form must be completed and on file at school site prior to each field trip

School Name:	Trip Date:
Class/teacher taking trip:	Destination:
Driver Name: Driver Birth Date:	Driver License #: Driver License Expiration Date:
Driver Home Phone: Driver Cell Phone:	Home Address:
Have you had a moving violation and/or accident within the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date of incident and explanation:	Do you have any physical condition, driving restrictions or are you taking medication which would affect driving safety? <input type="checkbox"/> Yes <input type="checkbox"/> No
Registered Owner of Vehicle:	Registration Expiration Date:
Automobile Year/Make/Model	Vehicle License #:
Seating capacity of vehicle for students: _____ Personal vehicle may not be designed to carry more than 10 people including the driver.	
Insurance Carrier:	Agent Name: _____ Phone #: _____
Policy Number:	Policy Expiration Date:
Required automobile liability insurance with the following limits: Combined single limit \$300,000 (bodily injury/property damage); or \$100,000 each person, \$300,000 each accident (bodily injury); \$25,000 property damage. Is this an assigned risk policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Volunteer and Chaperone Form completed and on file with school: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies attached: Driver License Vehicle Registration Proof of Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No	

NOTE: If you drive your personal automobile for approved District purposes and you are involved in an accident, by law your liability insurance policy is used first. (California Vehicle Code section 17150) The District liability policy would be used only after your policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle. A person driving their personal automobile for approved District purposes will be responsible for any costs associated with moving violations and parking violations incurred during such driving.

ACKNOWLEDGEMENT: I certify the above information is correct and the insurance coverage is in force. I understand I must have liability insurance coverage in force and agree to advise the District, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe, and that I have read and understand the District Driver Instructions.

Driver Signature

Date

SCHOOL APPROVAL

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

School Site

Date

DRIVER INSTRUCTIONS

Drivers and private vehicles being operated for district purposes must meet or exceed the following requirements:

1. All drivers must be registered and approved by the school or site administrator.
2. The "Field Trip By Private Vehicle Driver's Statement" form must be completed and on file with the site before each trip is taken along with copies of the following:
 - a. Valid proof of insurance (insurance identification card or policy declaration page)
 - b. Valid California driver license
 - c. Vehicle registration
3. Volunteer Information Form and Chaperone Form must be completed yearly and on file in the school office.
4. Each driver must:
 - a. Possess a valid California driver's license
 - b. Be at least 21 years of age or older
 - c. Be the registered owner of the vehicle unless the vehicle is rented
5. All vehicles must be covered by liability insurance of at least: combined single limit \$300,000 (bodily injury/property damage); or \$100,000 per person, \$300,000 each accident (bodily injury), \$25,000 property damage. Proof of insurance and registration must be retained in your vehicle as well as copies with the site.
Vehicle owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents or violations that may occur.
6. The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. *Otherwise, a commercial driver license is required, and the vehicle must be a school bus or pupil activity bus/van as defined in the Vehicle Code (546).*
 - a. The number of passengers shall not exceed ten (10), including the driver. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
 - b. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used and available for each passenger. Child passenger restraint systems are required for children under eight (8) years of age or under 4 feet, 9 inches in height.
 - c. Under no circumstances are students to be transported in the bed of a truck. Passengers may only ride in the cab of a truck.
7. Prior to departure, the driver shall be instructed as follows:
 - a. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
 - b. Follow and enforce all safety recommendations of the vehicle manufacturer.
 - c. Do not carry non-district personnel, non-students, or other "guests" as passengers. It is school policy that family members who are not enrolled in the class/activity may not accompany you on field trips.
 - d. Pull up to curb to pick up students.
 - e. Follow the most direct route and avoid unnecessary stops. Do not make side trips as the trip is approved only from school to the destination and directly back to school.
 - f. Drivers are to obey all laws regarding electronic wireless communication, including but not limited to: phone calls, writing, sending or reading text messages, instant messages, and e-mail messages.
 - g. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
 - h. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other city, county, state or federal agencies authorized to monitor road conditions.
 - i. No adult may smoke or otherwise use tobacco products, alcohol, or drugs while there are minors in the vehicle.
 - j. Teachers shall ensure that drivers have a copy of the permission slip for each student riding in his/her vehicle.

In case of emergency, keep all the children together and call 911 and the school office _____.