NOVATO UNIFIED SCHOOL DISTRICT

* AT LEAST 10 DAYS BEFORE D	EIVING: COMPLETE/RETURN FORM & REQ	OIRED DOCUMENTS TO SCHOOL SITE *
Driver's Name:		Driver's Phone:
Driver's Email (for notification):		
School(s):		☐ FIELD TRIP(S) ☐ ATHLETIC EVENT(S
+ + 24727724773	A INCHIDANCE DECIM	
and the second s	INSURANCE REQUI	
	on ◆ \$ <u>300,000</u> Bodily Injury– <i>Per Occu</i>	rrence • 3 <u>25,000</u> Property Damage
★Insurance Provider:		
★ Bodily Injury Limit – Per Person:	★Bodily Injury Limit – Per Occurrence:	★Property Damage Limit:
1. Vehicle capacity is one passenger per seat belt. <u>I will ensure that all of my passengers wear their seat belts.</u>		
2. I have inspected my vehicle and it is in safe operating condition: lights, horn, turn signals, brakes, tires and suspension.		
3. I have no physical limitations that would adversely affect my ability to drive safely, including, but not limited to, blackouts, seizures, or release from an alcohol or detoxification facility within the last 6 months.		
4. I have <u>no prior convictions</u> for driv while on a school-sponsored field to	ing under the influence, nor will I consumerip or athletic event.	any alcoholic beverages or other drugs
5. I have <u>no prior convictions</u> for violent or serious felonies as listed and described in subdivision (c) of Section 667.5, Section 1192.7, and Section 44010 of the Penal Code.		
	nool District with (1) a copy of my driver's ent and (4) current proof of insurance card.	
7. I am an adult over the age of 25:		
I certify that the above information is correct, and that the insurance coverage provided is in force. I agree to advise the District in writing of any changes in the above information.		
I will be using a vehicle listed on my insurance document. I understand that my insurance is <u>PRIMARY</u> in case of an accident, and Novato Unified School District accepts no responsibility for damage or loss to my vehicle.		
► I understand that I must IM	IMEDIATELY notify Novato Unified Schoo	District of any changes to my driver's
license validation or restrict	tions, or if my insurance coverage no longe	er meets the specified requirements.
PLEASE NOTE: This form expires on	n the last day of the current school year o	and must be renewed each school year
Signature of Driver:		Date:
_		
Site: Office Manager Principal	:	Date:
DISTRICT OFFICE:		

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 <u>at least ten (10) working days prior to the trip</u>. *This includes parents driving only their children for any school function.*

<u>Signed form</u> and <u>required documents</u> must be taken to the Office Manager at your school site. The Office Manager will acquire site approval and forward documents to the district office for review/authorization.

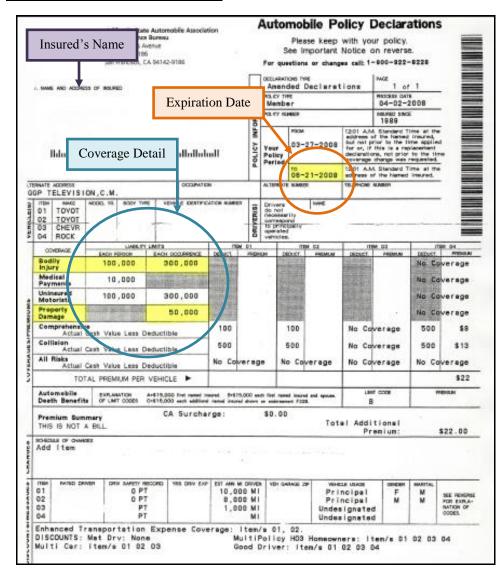
* * ONCE YOUR FORM IS APPROVED, YOU ARE AUTHORIZED TO DRIVE FOR ANY SITE WITHIN NOVATO UNIFIED * *

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

Required documentation includes:

- 1. <u>CURRENT</u> Driver Authorization Form #600130 (original) signed by parent and school site
- 2. CURRENT Driver License Record (DMV)- \$5.00 at DMV; \$2.00 online http://www.dmv.ca.gov/online/dr/welcome.htm
- 3. CURRENT Insurance Policy Declaration Doc (copy) includes driver's name, coverage limits & expiration date
- 4. **CURRENT** Proof of Insurance Card (copy)
- 5. VALID 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 district employees, must submit a new driver form with current documentation prior to driving students for any field trip/athletic event.
- ▶ Prior to trip, drivers must conduct a thorough inspection of their vehicle. The inspection should include lights, horn, turn signals, brakes, tires (including 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.