

Santa Maria Joint Union High School District
REQUEST TO TRANSPORT STUDENTS

A completed form must be submitted to the Principal or Athletic Director at least 5 days prior to services being performed.

Name: _____ Phone: _____ School Year: **2017/2018**

Address: _____

School: _____ Teacher/Coach: _____ Activity: _____

Have you ever been convicted of: Any crime other than minor traffic violations ___ Yes ___ No
Felony ___ Yes ___ No Child Abuse ___ Yes ___ No

If so, please explain in detail. Use an extra sheet of paper if necessary.

Education Code 35021 prohibits registered sex offenders from serving as volunteer aides. In accordance with Penal Code 290.4, the Department of Justice operates a "900" telephone number that the district may call to ask if an individual is a registered sex offender.

PUPIL TRANSPORTATION

The district appreciates your contribution in providing pupil transportation. However, please be advised that the school district's liability insurance is secondary to your personal vehicle insurance. The district strongly urges you to check with your insurance carrier to determine that you have sufficient liability and personal injury coverage prior to driving and/or using any vehicle to transport students.

In addition to this completed form, **proof of insurance and a DMV printout dated within two months must be attached.** A DMV printout can be obtained from the Department of Motor Vehicles website, www.dmv.ca.gov, or at 523 South McClelland, 1-800-777-0133. A DMV printout will be considered valid for the entire school year.

Drivers cannot legally transport more than 9 students and the vehicle cannot be designed for seating more than 10 people, including the driver. (Must have a seatbelt for each passenger). **Drivers must be over the age of 21.**

Date of Trip(s) _____ Destination _____

Purpose of Trip(s) _____

Driver's License # _____ State in Which Issued _____ Expiration Date _____

Auto Insurance Carrier Name _____

Auto Insurance Agent Name & Phone _____

I will be driving: _____ my own vehicle _____ a district vehicle _____ a rented vehicle

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

**MY SIGNATURE CONSTITUTES AWARENESS OF THE SAFETY RULES
AND THE COMPLETENESS AND ACCURACY OF THE STATEMENTS ON THIS FORM.**

→ Signature of Volunteer: _____ Date: _____

→ _____
Approved by: Principal/Athletic Director Approved by: District Personnel Office

FOR DISTRICT OFFICE USE ONLY ___ Database

Santa Maria Joint Union High School District

SAFETY RULES FOR DRIVERS OF VEHICLES USED TO TRANSPORT STUDENTS

It is well for all of us to recognize that while driving students, increased safety precautions should be taken. The district would appreciate your reviewing this list to insure the safest possible trip.

1. Be sure your vehicle, including brakes, lights and tires, is in good operating condition before you leave.
2. Do not allow more passengers than the vehicle is designed to accommodate. Drivers cannot legally transport more than 9 students and the vehicle cannot be designed for seating more than 10 people, including the driver.
3. Use of safety belts is required by the State of California. Each passenger **must** have a seat belt and belts must be used at all times when the vehicle is in motion.
4. Obey all traffic rules. Be alert. Never exceed the posted legal speed limit. Do not allow passengers to distract you while driving.
5. All doors should be locked when the vehicle is in motion.
6. Accidents, unusual incidents, or disciplinary problems shall be reported to the school Principal.
7. Accidents, claims resulting from an accident, and supporting documentation shall be reported and submitted to the Administrative Assistant-Business Services Department at the SSC immediately. Vehicle accident forms are located in each district vehicle's glove box.

WORKERS' COMPENSATION INSURANCE FOR DRIVERS

Thank you for your interest in performing volunteer services for the Santa Maria Joint Union High School District. Your services are welcome and appreciated.

You will be covered by the district's workers' compensation insurance while performing services for the district, providing you have submitted a completed Request to Transport Students Form. This form must be approved by the Principal/Director and the Assistant Superintendent of Human Resources before a driver is authorized to receive coverage for an accident or illness which may result from service. The coverage will be in effect only for the length of service shown on the request form. If you will be performing services beyond the date(s) shown on the form, please notify the Human Resources Office immediately.

If you should have an accident or illness due to voluntary service, report it immediately to the Principal/Director and the Personnel Department at the SSC, (805) 924-4573 ext. 4206 for assistance and guidance. If medical services are needed, please contact the Personnel Department at the District Support Services Center, (805) 922-4573 ext. 4206. You will be guided through the Workers' compensation process.

Please make sure that the safety rules above are followed.

Again, thank you for your willingness to help in our schools.