

FIELD TRIPS

This form should be used for District employees or volunteers driving their own vehicles on District business.

Name: _____ Phone: _____ Birth Date: _____
Driver's License #: _____ Exp. Date: _____
Year/Make of Auto: _____ Vehicle License #: _____
Insurance Carrier/Agent: _____ Phone: _____
Liability Limits: _____ Policy #: _____
Expiration Date: _____ Driving Restrictions: _____

I certify that the above information is correct and that the insurance coverage is in force. I understand that if performing work for the School District in the course of my duties I may utilize my personal vehicle pursuant to the District Driver Policy. I must have liability insurance coverage in force as required by the State of California and the District Driver Policy 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.

Signed: _____ Date: _____
Site: _____ Purpose: _____
Site Administrator Approval: _____ Date: _____
DO Approval (if applicable): _____ Date: _____
Approve Until: _____ Not Approved: _____

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exhausted. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

All persons driving on District business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-District personnel or students or guests as passengers; (4) not carry more than 9 students, no matter what size of vehicle; and (5) ensure that all vehicle occupants use seat belts or other appropriate passenger restraint system as required by law.

Note: Please attach a photocopy of the following: (1) "Proof of Insurance" form presently being provided by your automobile insurance company that indicates expiration date of insurance; (2) driver's license; and (3) current Motor Vehicle Report from the Department of Motor Vehicles.

District Administration may obtain periodic employee driving record checks from the California Department of Motor Vehicles which are a matter of public record. These will be used to determine driver eligibility per the District Driver Board Policy.

Refer to Board Policy: _____ Distribution: _____, _____, _____

This information on the Risk Advisor website is intended to assist Keenan clients in identifying and reducing certain loss exposures. It is not possible for us to identify all potential sources of liability or to offer a fail-safe mechanism for dealing with them. Keenan offers no guarantee that clients will recognize any financial savings or improved loss experience as a result of the information and suggestions presented here.