



**LOMPOC
UNIFIED
SCHOOL
DISTRICT**

USE OF PRIVATELY OWNED VEHICLES

Important: This form must be submitted to the Transportation Department at least three weeks prior to the trip.

Trip Request # _____

This form must be used when personally owned vehicles of parents, volunteers and all LUSD employees are used to transport students for school-sponsored/district authorized activities or for authorized individual students driving for school-sponsored/ district authorized activities. A "no" answer to any statement prohibits the use of this driver and/or vehicle.
Circle one: Parent/Guardian Volunteer Employee

Driver's Name _____ Date of Event _____

Event _____ School _____

DRIVER CERTIFIES TO THE FOLLOWING:

- A. I am the registered owner or legal user of the vehicle.
If vehicle is borrowed, registered owner must verify items E and F below and sign as registered owner.
- B. I have had a valid driver's license for at least six (6) months. License Number/Expiration Date _____
If parent or volunteer, I am over 21 years of age - Yes No
- C. I submit my California Driver's License Number for H6 DMV clearance and monitoring.
- D. I have a clean driving record in that I have not been convicted of drunk driving, driving under the influence of drugs, or of reckless driving for the last five (5) years.
- E. I have provided proof of insurance on this vehicle for at least the minimum liability/medical coverage as required by law.

Name of Insurance Company: _____ Expiration Date: _____

Local Agent Name/Phone Number (if applicable): _____

- F. Either the vehicle is not designed to carry more than 10 passengers (including driver) or I will not transport more than 10 (including driver) in accordance with the State Vehicle School Pupil Activity Bus regulations. This vehicle is in good working condition (tires, brakes, lights, turn signals, windshield wipers) and each passenger will have a seat belt.

Name of Owner (if not driver) _____ Make/Model/Year of Vehicle _____

License Plate Number _____ Number of passenger seat belts _____

- G. I have provided Department of Justice Proof of Fingerprint Clearance – Date: _____

- H. I have completed the District safety class for the transportation of students.

I certify that the information provided above is true and correct to the best of my knowledge. I understand that my vehicle liability/medical insurance is primary in case of an auto claim and that if the limits of liability under the owner's policy fail to satisfy the legal liability involved, the District's policy is secondary, only with regard to vehicles owned and driven for school business by school employees.

Signature of Driver _____ Date _____

Address _____ Phone Number _____ Cell Number _____

Signature of Registered Owner (if other than driver) _____ Date _____

Address _____ Phone Number _____

Reviewed by: _____

Title/Position: _____ Date _____

APPROVED: YES NO

PARENT DRIVERS AND PRIVATELY OWNED VEHICLES

There are situations where parent drivers and personal vehicles provide the most economical and efficient means of transportation to district supported/sponsored events. While it is the belief of Lompoc Unified School District that a LUSD school bus driven by an LUSD trained and certified bus driver is the safest method for student transportation, there are instances where parent drivers are the only option when faced with economical constraints.

The following guidelines support and clarify LUSD AR 3541.1:

- Only Lompoc Unified School District employees can drive Lompoc Unified School District Vehicles (including golf carts). Parents and students cannot drive district vehicles, including golf carts.
- District owned trailers may be towed by parent drivers, however district owned trailers shall not be modified in any way.
- The adult driver is the registered owner of the vehicle, has legal lease agreement, or has written permission from the registered owner to use the vehicle.
- Adult drivers must have a valid driver's license.
- Adult drivers must have a clean driving record including no drunk driving, driving under the influence, or reckless driving violations in the last five years.
- Adult drivers must carry insurance as per AR 3541.1 and provide proof of insurance. School district insurance is secondary to the driver's primary insurance.
- Adult drivers shall not transport more than ten (10) passengers including the driver and the vehicle must be equipped with the appropriate number of seat belts.
- Parents must pass fingerprint clearance through the Department of Justice, just as other volunteers who supervise students. Finger print clearance will be kept on file and will be valid for all LUSD volunteer activities.

Procedure for becoming an approved Parent Driver:

Complete the AR 3541.1 Use of Privately Owned Vehicles form and supply the following information with the form:

- Proof of Insurance at \$50,000 Property / \$10,000 Medical / \$100,000 Bodily Injury levels.
- Proof of Department of Justice Fingerprint clearance
- California Drivers License Number for H6 DMV clearance.

Submit these forms to the LUSD Transportation Department.

- Once the parent driver has received DMV clearance, the Transportation Department will notify the school that the parent has cleared.
- The LUSD Transportation department will keep the name on file and send an updated list to the school each year.
- Additionally, once the parent driver has received DMV clearance, the parent driver shall complete the District safety class prior to transporting students.