

Albany Unified School District Driver Information Sheet

Albany Unified School District has several requirements for adults who wish to drive students on field trips. These are listed on the Driver Form and Declaration that must be completed and turned into the school office. Below are more details of those requirements and some important points to remember.

All paperwork and DMV records must be turned in to the school office prior to driving on the first field trip. No one will be allowed to drive without proper clearance.

Requirements for Drivers

- 1) Volunteer Application II or III - available at all school offices and at: www.ausdk12.org
- 2) A completed Driver Form and Declaration - available at all school offices and at: www.ausdk12.org
- 3) Liability insurance coverage – insurance policy declaration page
 - a) Page showing name, expiration date, and actual coverage (minimum coverage can be found under the “Bodily Injury Liability” section)
 - b) Must be at least \$300,000 per occurrence, \$100,000 per person, and \$25,000 for property damage
 - c) Card kept in auto is not acceptable, as it does not show coverage
- 4) California Department of Motor Vehicles (DMV) Official Driver License Record Report
 - a) This can be obtained at any DMV office for a fee. Please visit <http://www.dmv.ca.gov> for more information. (The driver record that can be downloaded and printed by the volunteer is not an official document.)
 - b) Any individual who has a total of 2 or more points including any pending offenses will not be allowed to transport students. According to the 2010 California Driver Handbook,
 - i) Examples of one-point violations are: a traffic conviction, an at-fault accident,
 - ii) Examples of two-point violations are: reckless driving or hit-and-run driving, driving under the influence of alcohol/drugs, driving while license is suspended or revoked
- 5) TB (tuberculosis) Clearance
- 6) Copy of completed “Request for Livescan Service” form
- 7) Vehicle Registration
- 8) Driver’s License

Important Points

- Register at only one school office - **Eligibility is for all schools**
- Remain current. Once you have registered, you remain registered as long as you turn in copies of license and insurance renewals as they occur. This is true from year to year.
- A current list of eligible drivers is available at all school offices.