



SAN MARINO HIGH SCHOOL

MEMORANDUM

Please fill out form on reverse side

To: Parents of students involved in voluntary school-sponsored events for which the district does not provide transportation.

From: Assistant Superintendent

Re: Requirements for transportation to voluntary school activities

In the matter regarding transportation to school-sponsored activities in which students voluntarily participate:

The district specifically requires the completion of the permission forms (see reverse) which indicate that insurance responsibility on the part of the student driver is adequately met, that parents give permission for their students to drive to such events, or that parents give permission for their students to be transported by other students to such events.

Parents must understand that the district does not provide transportation to some voluntary school sponsored events and that it is solely a parent's responsibility to arrange transportation for his/her child if the parent wishes his/her child to attend/participate in the event(s).

As a parent/guardian, you must complete the form ***Student Form to Drive*** if your child is to drive him/herself to a voluntary school sponsored event. Please read the form carefully; you are certifying permission to drive and you are certifying that a minimum insurance requirement is met.

If, as a parent or guardian, you wish your child to be transported by another student to a voluntary school-sponsored event, you must complete the ***Student Riding with Student Driver*** form prior to the school-sponsored event. Please read the form carefully.

**Student drivers are not acting as agents of the district.
Students drivers are not driving on behalf of the district**

Please ask your site administrator if you have any questions concerning the voluntary trip or regarding the form on the reverse side.

Thank you in advance for your cooperation.



SAN MARINO HIGH SCHOOL

NON BUS FORM TO DRIVE (District Employee/Parent/Student) AUTHORIZATION FORM

Thank you for volunteering to transport students in your private vehicle to this school sponsored event.

Location of Event: _____

Date of Event: _____

Departure Time: _____ am/pm Expected Return Time: _____ am/pm

Name of District Employee Sponsoring Event: _____

The District requires that we inform you of the following:

1. Each driver of a private vehicle must have a valid California Driver's License.
2. Each vehicle shall carry and show proof of the following insurance automobile coverage:
Liability: \$100,000/\$300,000 Property \$50,000. Drivers must provide for administrative approval a copy of the page from your current insurance policy that identifies amount of coverage and expiration date.
3. Each driver agrees to assume liability and/or collision to his/her vehicle or for his/her negligence.
4. Vehicles may not be overloaded. There must be a seatbelt for the driver and each passenger. All occupants in the vehicle must wear properly functioning seat belts.
5. Vehicles must be registered in the state of California and be in proper mechanical condition
6. All passengers must have on file with the school prior to the trip a completed and signed *Field Trip Permission Slip*.
7. Students must comply with all DMV regulations.

Please sign below indicating that you are aware of this notification and then provide a copy of the page from your current insurance policy that identifies the amount of coverage and the expiration date.

_____ Driver's Name (Please Print)	_____ Driver's Signature	_____ Date
_____ Insurance Company	_____ Policy Number	_____ Driver's License Number
_____ Amount of Liability Coverage	_____ Administrator's Signature	_____ Date

For Parents of Student Drivers Only:

I, as a parent or guardian, hereby, authorize and give permission for my son/daughter (Student's name) _____ to drive the aforementioned school sponsored event. I further acknowledge and agree son/daughter is not driving on behalf of or as an agent of the District and further agree to provide proof of automobile insurance with at least the following coverage: **Liability: \$100,000/\$300,000 Property \$50,000.** In addition to the insurance requirement, I agree to the aforementioned district requirements regarding driving requirements. In signing this form, I further authorize that my son/daughter has permission to transport other SMHS students.

_____ Parent's Name	_____ Parent's Signature	_____ Date
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