



**CENTRAL UNIFIED SCHOOL DISTRICT  
RISK MANAGEMENT  
4605 N POLK  
FRESNO, CA 93722  
(559) 274-4700 X103**

**DISTRICT RENTAL/DISTRICT/PERSONAL VEHICLE USE FORM**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

DRIVER'S LIC. # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

YEAR/MAKE AUTO: \_\_\_\_\_ VEHICLE LICENSE #: \_\_\_\_\_

YEAR/MAKE AUTO2: \_\_\_\_\_ 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 Central School District in the course of my duties I may utilize my personal vehicle. I must have liability insurance coverage in force as required by the State of California 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.

SIGN: \_\_\_\_\_ STAFF PARENT OTHER DATE: \_\_\_\_\_  
CIRCLE ONE

SITE: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

SITE ADMINISTRATOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**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's travel accident policy would be used only after your policy limits have even exceeded. 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) carry only the number of passengers for which your vehicle was designed; and (5) each passenger is required to use a safety belt.

Please complete form and attach a legible photocopy of the following: **(1) Proof of Insurance** form presently being provided by your automobile insurance company that indicates expiration date of insurance and **(2) Driver's License**. And return to the Risk Management Department, District Office Annex, prior to driving for a District sponsored activity. District Administration may obtain employee driving record checks from the California Department of Motor Vehicles which are a matter of public record.

District Office Use

REVISED 4-2010

\_\_\_\_\_  
District Office Approval

\_\_\_\_\_  
Date

**APPROVAL EXPIRES:** \_\_\_\_\_

**DENIED**