

Albany USD Driver Information and Handbook



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District Administration
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Board of Education
Ronald Rosenbaum, *President*
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Patricia Low, *Trustee*
Charles Blanchard, *Trustee*
Ross Stapleton-Gray, *Trustee*

Dear Driver:

Thank you for serving as a driver for transporting students for school related trips. You will be assuming certain responsibilities and possible risks. The Board Policies of the Albany Unified School District request: 1) that we have on file certain information contained in this packet about your driving status and insurance, and 2) that drivers understand and agree to the requirements listed in this packet.

Please complete the information that is requested and return the forms to the office of your choice. It will note in the packet that the original documents of the following be brought to the site of your choice so that copies can be made and attached to your driver file:

1. Driver's license
2. Department of Motor Vehicles (DMV) Official Driver License Record Report
3. Insurance policy declaration page
4. Copy of current vehicle registration

Should you have any questions or concerns, please contact me.

Thank you again for volunteering to drive on field trips. Due to the increasing cost of transportation for our students, without your help, some of these trips would not be possible.

Sincerely,

Cynthia Attiyeh
Human Resources Director
cattiyeh@ausdk12.org

Albany USD Driver Information and Handbook

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 or a form can be mailed to the DMV. 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.

Albany USD Driver Information

Albany Unified School District DRIVER FORM AND DECLARATION

Driver's Last Name	Driver's First Name
Student's Last Name	Student's First Name

Address _____

Phone: (Home) _____ **(Work)** _____ **(Cell)** _____

Driver's License Information:

Issued by (State): _____ **Number** _____ **Expires** _____

DMV Driving Record Report Date _____

Vehicle Information:

Vehicle 1

Vehicle 2

Vehicle 3

	<i>Vehicle 1</i>	<i>Vehicle 2</i>	<i>Vehicle 3</i>
Make			
Color			
Year			
# of Seatbelts			
License Number			
Registration Expiration Date			
Insurance Carrier			
Insured Drivers			
Insurance Expiration Date			

I hereby offer to provide for the transportation of students of the Albany Unified School District. In making this offer, I understand in the event of a vehicular accident, coverage is provided by the volunteer driver's own automobile insurance. The school system does not provide insurance coverage should a vehicular accident occur while a volunteer driver is transporting students. I agree to the guidelines in the Volunteer Driver Packet. I certify that I am 21 years or older.

Signature

Date

Albany USD Driver Information

DRIVER CHECKLIST

Please submit original documents (unless otherwise noted) to the school site:

1. _____ Volunteer II or III Application Form, if not already registered as a volunteer
2. _____ Signed Driver Form and Declaration
3. _____ Proof of Liability Insurance Coverage- Automobile Insurance Limit of not less than \$100,000 for each person, \$300,000 each occurrence for bodily injury and \$25,000 property damage coverage must be carried by driver (A copy of the declaration page of the insurance policy)
4. _____ Official Copy of DMV Driver License Record Individual Report
5. _____ TB Clearance
6. _____ Copy of "Request for Livescan Service" form, receipt for fingerprint as needed
7. _____ Current car registration
8. _____ Driver's license

Albany USD Driver Information

TRANSPORTATION BY PRIVATE VEHICLE

The Superintendent or designee may authorize the transportation of students by private/rented automobiles for approved field trips and activities when an adult that has registered with the District for such purposes drives the vehicle.

Before transporting students on any field trip or activity, drivers shall register with the school site. Drivers shall receive safety and emergency instructions (contained in this handbook) that shall be kept in their vehicle. All student passengers shall provide permission slips signed by their parent/guardian.

Drivers shall be required to possess a valid California driver's license and liability insurance (see attached). An original of all requested forms shall be submitted to the school site so that copies can be made and retained. Insurance coverage shall be submitted to the school principal or designee. If the vehicle is rented, a statement from the insurance company indicating coverage of rental vehicles or a copy of the rental agreement indicating insurance coverage shall be submitted. Vehicles may only be rented from a commercial business whose business license authorizes this activity.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who participate using their private vehicle shall meet these same criteria.

All drivers and passengers shall wear seat belts in accordance with California Vehicle Code 27315. Trucks and pickups may not transport more persons than the passenger compartment is designed. The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed and should not, in any case, exceed ten (10). More than nine passengers and the driver, a total of ten (10) occupants, in a vehicle constitute a school bus and are subject to additional regulations.

The school principal shall design a line of communication in case of emergency that line of communication shall be maintained by every driver during the field trip or activity.

The teacher and driver shall inform all student passengers that rules pertaining to the discipline of students and student behavior are enforced while on the field trip or activity.

Students shall not be allowed to drive other students for a field trip or activity.

Student Conduct

Because passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are passengers:

1. Riders shall follow the instructions and directions of the driver at all times. Disrespect to the driver or refusal to obey instructions will result in disciplinary action.
2. Riders should arrive at the pick-up stop on time and stand in a safe place for the vehicle.
3. Riders shall remain seated while the vehicle is in motion and shall not obstruct the view of the driver.
4. The driver may prohibit any excessive noise or behavior that distracts the driver or is considered a safety hazard by the driver. Failure to abide by the driver's directions may lead to suspension of riding privileges.

Albany USD Driver Information

5. No part of the body, hands, arms or head should be put out of the window. Nothing shall be thrown from the vehicle.
6. Riders shall not damage or deface the vehicle or tamper with any equipment.
7. No animals, other than service animals, shall be allowed without express permission from the principal.

Out of State Travel

Due to restrictions and liability requirements in the California Education Code, the District shall require all adults taking out-of-state field trips or excursions and all parents/guardians of students taking field trips or excursions to sign a statement waiving claims against the District.

Supervision

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
2. Teachers, other certificated personnel, and chaperones shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones that may accompany the students with clear information regarding their responsibilities.
4. Chaperones, other than parent(s) or guardian(s) shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages, smoke, or use other controlled substances (other than medication prescribed by a physician that does not include a physician's warning to not driver or operate machinery while under the influence of the particular medication) while supervising students on a trip and/or while driving.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Driver Instructions

When using your private vehicle to transport students on field trips or other school activity trips, you are required to:

1. Provide a copy of the rental agreement if the vehicle is rented.
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Insure your vehicle has sufficient gasoline for the trip.
4. Only carry occupants in the passenger compartment, if the vehicle is a truck or pickup.
5. If the vehicle is a truck or pickup, occupants shall only be carried in the passenger compartment.
6. Read and understand the contents of this handbook.
7. Require each passenger to use a safety seat belt.
8. Understand that the District is not responsible for any traffic or parking violations incurred by the driver.
9. Maintain a copy of each passenger's permission slip and emergency contact with you during the trip or activity.
10. Not permit a child of 12 years of age or younger to ride in the front seat if the vehicle has an air bag on the front passenger side.

Albany USD Driver Information

GUIDELINES

1. The distance traveled shall not exceed 120 miles, one way.
2. The trip shall begin and be completed the same day. No unauthorized stops are permitted.
3. All applicable laws must be obeyed.
4. Consuming alcoholic beverages, smoking or using other controlled substances (other than medication prescribed by a physician that does not include a physician's warning to not drive or operate machinery while under the influence of the particular medication) is not permitted.
5. The vehicle shall be operated in a safe manner.
6. The instructions for driving and chaperoning students given by the teacher sponsoring the field trip shall be followed.
7. Drivers will be assigned a "partner car" with whom they will caravan for the duration of the field trip. Drivers may not stop while transporting students for any reason other than an emergency. If an emergency should occur, please proceed to the nearest safe destination and call for help. Do not stop at the side of the freeway or at the scene of an accident.
8. Parents may not – under **any** circumstances – use a cellular phone while transporting students. If you find it necessary to make a call, proceed to the nearest safe destination, stop your vehicle and make the call.
9. All cars transporting students shall contain the following:
 - a. Emergency information for each student in the vehicle
 - b. Directions and map to destination
 - c. Teacher's cellular phone number
 - d. School phone number
10. Song selections played in the vehicle will be determined by the authorized driver. Music that includes profanity, vulgarity, violence, racism, or sexism – including those with edits – will not be permitted.
11. The following student supervision ratio must be observed at all times: 1 to 5 for grades K-2 and 1 to 10 for grades 3-12.
12. A copy of your car registration and driver's license must be attached.
13. Each passenger shall have a seat belt available and must wear it.
14. A car seat or booster is required until the passenger is at least 8 years of age or 4'9".
15. If a car has front air bags, children 12 and under or 4'9" and under must be seated in the back seat.
16. The driver will carry a cell phone and First Aid Kit in case of emergencies.