

Sequoia Union High School District
_____ High School

PERSONAL VEHICLE USE FORM

Name: _____ Phone Number: _____ Date of Birth: _____

Drivers License Number: _____ Expiration Date: _____

Year/Make of Automobile: _____ Vehicle License Number: _____

Insurance Carrier/Agent: _____ Phone Number: _____

Liability Limits: _____ Policy Number: _____

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 Sequoia Union High School District (SUHSD) in the course of my duties I may utilize a my personal vehicle, I must have liability insurance coverage in force as required by the State of California and agree to advise the SUHSD, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

Signed: _____ Date: _____

Site: _____ Purpose: _____

Site Administrator's Approval: _____ Date: _____

_____ Date: _____

District Administrator 's Approval (if applicable)

Approve Until: _____ Not Approved: _____

Note: If you drive your personal automobile while on SUHSD business and you are involved in an accident, by law your liability insurance policy is used first. The SUHSD liability policy would be used only after your policy limits have been exceeded. The SUHSD does not cover, nor is it responsible for comprehensive and collision coverage to your vehicle.

All persons driving on SUHSD business will: (1) follow the most direct route; (2) avoid all unnecessary stops (3) not carry unauthorized non-SUHSD personnel or students or guests as passengers; (4) not carry more than nine (9) students, no matter what the size of the vehicle; and (5) ensure that all vehicle occupants use seat belts.

Note: Please attach a photocopy of the following: (1) "Proof of Insurance" form presently being provided by your automobile insurance company that indicates expiration date of insurance and limits and (2,) driver's license. SUHSD administration may obtain employee driving record checks from the California Department of Motor Vehicles which are a matter of public record.