



INSTRUCTIONS FOR VOLUNTEER DRIVERS OF PRIVATE VEHICLES

Please comply with the following when using your vehicle to transport students during approved field trips or other school activities or events.

1. Register with the District by completing the following forms available at school sites and returning them to the school office.
 - a) Form CUSD #217 - Classroom Volunteer and Field Trip Chaperone or Driver Application
 - b) Form CUSD #212A - Vehicle Safety Certification Form
 - c) CUSD #212 B - Auto Service Record
 - d) DMV Driving Record

Log on to www.dmv.ca.gov

Complete a Request For Driving Record (cost \$2.00)

Print out and submit to school office along with other forms Also provide the District with a copy of:

- e) Your valid driver's license
- f) Current vehicle registration
- g) Valid vehicle insurance card
- h) The attached TB Risk Assessment form

The above paperwork must be completed and returned to the site where you intend to drive. If you volunteer to drive at more than one site, you need only complete this paperwork once, and let the second site know that you have completed the paperwork for another site. This paperwork is valid for the current school year ONLY and must be re-submitted each school year.

2. **Fingerprint Requirements: Volunteer drivers must clear a DOJ/FBI Background Check**

A DOJ/FBI Background Check need only be completed **ONCE** during your time with CUSD.

Fingerprinting completed for any other organization cannot be accepted. For CHS Athletics, you will be provided the fingerprinting paperwork upon completing on the paperwork list in 1 above. For all other drivers, please visit the CUSD District Office, Human Resources Department, to pick up fingerprinting paperwork. For questions, please contact the Human Resource Department at 831-624-1546.

3. Notify the District of any changes in information noted on forms that you have provided to the District and submit updated copies of your driver's license, vehicle registration and vehicle insurance card when they are renewed.
4. Carry only the number of passengers for which your vehicle was designed.
5. Require each passenger to use an appropriate child passenger restraint system (*child car seat or booster seat*) or safety belt in accordance with the law.
6. Do not smoke a pipe, cigar, cigarette or vape while there are minors in the vehicle, as required by law.
7. Obey all traffic laws.
8. Take the most direct route to the destination or event without unnecessary stops.
9. In case of emergency, keep all students together. Call 911 and the Principal of the School or other District official coordinating the event.

CLASSROOM VOLUNTEER AND FIELD TRIP CHAPERONE OR DRIVER APPLICATION

CUSD appreciates parent volunteer service. The District, however, needs to ensure that all volunteers maintain complete confidentiality regarding all student issues and agree to abide by all school rules and district policies. This form is to be completed by all regular classroom volunteers, field trip chaperones or drivers before serving in any of these capacities. By signing this form you agree to these conditions while volunteering in CUSD.

PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE

Legal Name: _____ Date of Birth: _____

Your Student's Name(s): _____

Volunteer at School Site(s): _____

Your Occupation: _____ Employer: _____

Day Phone: _____ Evening Phone: _____

Address: _____

Driver's Lic. #: _____ State: _____

Availability (Circle all that apply): Mon / Tues / Wed / Thurs / Fri / Sat All Day / Mornings / Afternoons

If you are driving a private vehicle, CUSD Form # 212a *Vehicle Safety Certification* and # 212b *Auto Service Record* must also be completed and on file with Carmel Unified School District.

	Yes	No
Have you ever been convicted of a felony or entered a plea of "no contest" to a felony charge?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a misdemeanor or entered a plea of "no contest to a misdemeanor charge?"	<input type="checkbox"/>	<input type="checkbox"/>
Are you required to register as a sex offender?	<input type="checkbox"/>	<input type="checkbox"/>
Are any criminal charges currently pending against you?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "yes" to any of these questions, please explain on the back of this form. A "yes" response may not necessarily disqualify you from volunteering.

I swear under penalty of perjury that the information I have provided is true. I understand that providing false information will disqualify me from volunteering. By my signature below, I certify that I have agreed to volunteer my services in the Carmel Unified School District. I acknowledge that I have agreed to perform these services without any promise or expectation of compensation. I offer my services freely to the Carmel Unified School District in order to further a civic purpose.

Signature: _____ Date: _____

Emergency Contact Numbers

Name	Relationship	Phone

CARMEL UNIFIED SCHOOL DISTRICT

MINIMUM REQUIREMENTS FOR PUPIL TRANSPORTATION BY PRIVATE VEHICLE
VEHICLE SAFETY CERTIFICATION

- 1. **INSURANCE:** Public Liability/Bodily Injury \$100,000/300 Per Accident
Property Damage 25,000 Per Accident
Medical Payments 5,000 Per Passenger
- 2. **VEHICLE SERVICE:** Verification of safety of brakes, steering, tires, exhaust system and lights.
- 3. **SAFE DRIVING RECORD:** Department of Motor Vehicle inquiry may be made prior to approval.

A. I have read Carmel Unified School District Administrative Regulation 3544.2 and understand the requirements.

B. I have insurance with: _____
Policy# _____ Effective Dates _____

Coverage:

Public Liability/Bodily Injury \$ _____ Per Accident

Property Damage \$ _____ Per Accident

Medical Payments \$ _____ Per Passenger

C. I have had a vehicle inspection within the last three months and attached a copy of the service record.

D. I authorize the Carmel Unified School District to make an inquiry into my driving record with the Department of Motor Vehicles.

Name: _____

Driver's License Number: _____ Birthdate: _____

Signature

Date

PLEASE NOTE: The Carmel Unified School District does not provide insurance coverage for drivers who transport school children.

Original: Principal
Copy: Business Office
Copy: Driver

FORM MUST BE RENEWED ANNUALLY

CARMEL UNIFIED SCHOOL DISTRICT

AUTO SERVICE RECORD

Car Owner (Please Print Name) Date

Year of Vehicle: _____ Make: _____ Model: _____

Mileage: _____ Color: _____ License: _____

Serial Number: _____

<u>CHECK FOR OPERATION</u>	<u>CHECKED</u>	<u>OK'D BY (INITIALS)</u>
1. Steering	_____	_____
2. Brakes	_____	_____
3. Exhaust System	_____	_____
4. Tires: pressure	_____	_____
tread	_____	_____
5. Lights: tail lights	_____	_____
brake lights	_____	_____
headlights	_____	_____
turn signals	_____	_____
emergency flashers	_____	_____
6. Number of Seatbelts	_____	_____

Name of Inspection Agency Phone Number

Address Zip

Signature of Mechanic Date

MUST BE COMPLETED WITHIN THREE (3) MONTHS OF DATE OF APPLICATION

Field Trip Drivers, Chaperons and Passengers

Drivers are to carry a copy of this completed form along with copies of permission slips for students in their vehicles.

Destination: _____

Departure Date and Time: _____

Return Date and Time: _____

Sponsoring Teacher: _____

**Drivers are required to carry a cell phone and are responsible for having it fully charged.
Drivers may not use a cell phone while driving without an appropriate hands free device.**

Car# 1

Driver: _____

Cell Phone number: _____

Passengers:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Car# 2

Driver: _____

Cell Phone number: _____

Passengers:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Car# 3

Driver: _____

Cell Phone number: _____

Passengers:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Car# 4

Driver: _____

Cell Phone number: _____

Passengers:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

TEACHERS: Before leaving on your field trip, complete this form, give a copy to the office, a copy to each driver and keep a copy with yourself, along with copies of all permission slips.

See over for more vehicles.