

BERKELEY PUBLIC SCHOOLS
Forms Instruction Manual

PAGE NUMBER (manual)

6-50

ALPHA FORM TITLE:

NOTIFICATION TO ADULTS DRIVING PRIVATE VEHICLE

ACTUAL FORM TITLE:

PRIVATE VEHICLE USE FOR FIELD TRIPS

FORM NO:

62

FORM EDITION DATE:

7/92

DISTRIBUTION OF FORM:

COPY NUMBER	COLOR	SEND TO
1	white	Retain for records
2		
3		
4		
5		
6		
7		

INSTRUCTIONS:

USE: Teacher/Principal sends to adults transporting students in private vehicles on field trips.

1. Teacher/Principal send notice to adults who will be driving students in private vehicles on the field trip.
2. Adult Volunteer signs and fills in information requested on form and returns to the principal/teacher for her/his records.
3. Teacher/Principal reviews document to ensure proper completion before document is retained for records.

Form not available at District Warehouse. Duplicate this form.

OFFICE RESPONSIBLE FOR FORM:

Transportation

TELEPHONE NUMBER:

644-6182

BERKELEY UNIFIED SCHOOL DISTRICT

NOTIFICATION TO ADULTS DRIVING PRIVATE VEHICLES

Volunteer's Name: _____

Thank you for volunteering to transport _____ students in your private automobile from _____ to _____ on _____ between the hours of _____.

We want to inform you of the following

1. The district's liability insurance does not cover damage to your vehicle.
2. Each driver of a private vehicle must have a valid California driver's license.
3. Each vehicle shall carry liability insurance of at least \$500,000 per accident. This coverage is primary; the District coverage is secondary.
4. Passengers who are students must have the written consent of parent/guardian.
5. Vehicles must be registered in California and in proper mechanical condition.
6. No financial payment by the District shall be made for pupil transportation provided in a private vehicle.
7. The number of passengers to be transported in any one automobile shall not be more than the number of seat belts in the vehicle.
8. The driver and all passengers must wear seat belts.

Please sign below indicating that you understand these minimum requirements and that you recognize the personal implications and responsibilities of the trip and return this notification to the school office.

Principal _____ Date _____

Driver's Signature _____

California Driver's License # _____

Insurance Company _____ Policy # _____

Policy Renewal Date _____ Limits _____