

NOVATO UNIFIED SCHOOL DISTRICT

**DRIVER AUTHORIZATION FORM**

**EMPLOYEES ★ PARENTS ★ VOLUNTEERS**

**\* COMPLETE AND RETURN THIS FORM AND REQUIRED DOCUMENTS TO THE SCHOOL SITE AT LEAST 10 DAYS BEFORE TRIP \***

Driver's Name:		Birth Date:	
Driver's Email Address:	Driver's Phone:	License #:	License Exp:
School(s):		Teacher / Coach:	
Vehicle Year / Make / Model:	Vehicle License Number:	Total Number of Seatbelts:	

**REQUIRED MINIMUM FOR INSURANCE LIMITS**

**\$100,000 Bodily Injury – Per Person ♦ \$300,000 Bodily Injury – Per Occurrence ♦ \$25,000 Property Damage**

Insurance Provider:		Policy Number:
Bodily Injury Limit – Per Person:	Bodily Injury Limit – Per Occurrence:	Property Damage Limit:

- Vehicle capacity is one passenger per seat belt. ***I will ensure that all of my passengers wear their seat belts.***
- I have inspected my vehicle, and it is in safe operating condition: lights, horn, turn signals, brakes, tires and suspension.
- I have no physical limitations that would adversely affect my ability to drive safely, including, but not limited to, blackouts, seizures, or release from an alcohol or detoxification facility within the last 6 months.
- I have no prior convictions for driving under the influence, nor will I consume any alcoholic beverages or other drugs while on a school-sponsored field trip or athletic event.
- I have no prior convictions for violent or serious felonies as listed and described in subdivision (c) of Section 667.5, Section 1192.7, and Section 44010 of the Penal Code.
- I have provided Novato Unified School District with (1) a copy of my driver's license, (2) current DMV driving record, (3) current insurance billing statement and (4) current proof of insurance card.
- I am an adult over the age of 25.
  - I certify that the above information is correct, and that the insurance coverage provided is in force. I agree to advise the District in writing of any changes in the above information.
  - I understand that my insurance is PRIMARY in case of an accident, and that the Novato Unified School District accepts no responsibility for damage or loss to my vehicle.
  - I understand that I must IMMEDIATELY notify Novato Unified School District of any changes to my driver's license validation or restrictions, or if my insurance coverage no longer meets the specified requirements.

Signature of Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE: This form expires on the last day of the current school year, and must be renewed each school year**

◆ ◆ ◆ ◆ ◆ DISTRICT USE ONLY ◆ ◆ ◆ ◆ ◆

Insurance Limits:		DL Expiration:	
Insurance Expiration:		DMV Report Date:	
Reviewed/Approved By:		Date Approved:	

# REQUIRED DOCUMENTATION

**ALL DRIVERS**, including parents and district employees, must complete and sign a Driver Authorization Form and submit the required documentation **at least ten (10) working days prior to the trip**. This includes parents driving only their children for any school function.

Signed form and required documents must be taken to the Office Manager at your school site. The Office Manager will get the principal's signature and forward documents to the district office for review/authorization.

**\*\* ONCE YOUR FORM IS APPROVED, YOU ARE AUTHORIZED TO DRIVE FOR ANY SITE WITHIN NOVATO UNIFIED \*\***

**PLEASE NOTE:** Submitting paperwork **IS NOT** automatic authorization to drive, you must receive notification of approval via phone or email prior to driving.

Required documentation includes:

1. **CURRENT** Driver Authorization Form - #600130 (original) – signed by parent and principal
2. **CURRENT** DMV Printout from DMV (original) – \$5.00 at DMV; \$2.00 online at [dmv.ca.gov](http://dmv.ca.gov)
3. **CURRENT** Insurance Policy Declaration Doc (copy) – including driver's name, coverage limits & expiration date
4. **CURRENT** Proof of Insurance Card (copy)
5. **VALID** Driver's License (copy)

**SAMPLE INSURANCE BILLING DOC:**

**Automobile Policy Declarations**

Please keep with your policy. See important Notice on reverse. For questions or changes call 1-800-922-8228

DECLARATION TYPE: Assented Declarations PAGE: 1 of 1

POLICY TYPE: Member MEMBER DATE: 04-02-2008

POLICY NUMBER: POLICY PERIOD: FROM 03-27-2008 TO 08-21-2008

12:01 A.M. Standard Time at the address of the Named Insured, but not prior to the time applied for or, if this is a replacement declaration, not prior to the time change was requested.

12:01 A.M. Standard Time at the address of the Named Insured.

ITEM	COVERAGE	EACH PERSON	EACH OCCURRENCE	DEDUCT	PREMIUM	DEDUCT	PREMIUM	DEDUCT	PREMIUM
01	Bodily Injury	100,000	300,000						No Coverage
02	Medical Payments	10,000							No Coverage
03	Uninsured Motorists	100,000	300,000						No Coverage
04	Property Damage		50,000						No Coverage
	Comprehensive			100	100		No Coverage	500	\$8
	Collision			500	500		No Coverage	500	\$13
	All Risks			No Coverage	No Coverage		No Coverage	No Coverage	No Coverage
TOTAL PREMIUM PER VEHICLE ▶ \$22									

Automobile Death Benefits: A=\$15,000 first named insured, B=\$15,000 each additional named insured shown on endorsement F22B. LIFE CODE: B. PREMIUM: PREMIUM

Premium Summary: CA Surcharge: \$0.00 Total Additional Premium: \$22.00

THIS IS NOT A BILL.

Enhanced Transportation Expense Coverage: Item/s 01, 02. DISCOUNTS: Mat Drv: None MultiPolicy H09 Homeowners: Item/s 01 02 03 04 Multi Car: Item/s 01 02 03 Good Driver: Item/s 01 02 03 04

**REMINDERS:**

- ✓ Driver Authorization Forms are valid for **ONE SCHOOL YEAR**. Each school year (July – June) ALL DRIVERS, including parents and district employees, must submit a new driver form with current documentation prior to driving students on any field trip/athletic event.
- ✓ Prior to the trip, drivers must conduct a thorough inspection of their vehicle. The inspection should include lights, horn, turn signals, brakes, tires (including spare), and emergency tools.
- ✓ Caravan travel is required if more than one vehicle is used for the trip.
- ✓ Carry only the number of passengers for which the vehicle has safety restraints. All passengers must use their seat belts at all times, **one passenger per seat belt**.
- ✓ Student's under the age of six (6) or weighing less than sixty (60) pounds must be in a child safety seat or booster in the back seat of the vehicle. Please visit [chp.ca.gov](http://chp.ca.gov) online for current California child safety seat laws.