

NOVATO UNIFIED SCHOOL DISTRICT

**DRIVER AUTHORIZATION FORM**

**EMPLOYEES ★ PARENTS ★ VOLUNTEERS**

**\* AT LEAST 10 DAYS BEFORE DRIVING: COMPLETE/RETURN FORM & REQUIRED DOCUMENTS TO SCHOOL SITE \***

Driver's Name:	Driver's Phone:
Driver's Email (for notification):	
School(s):	<input type="checkbox"/> FIELD TRIP(S) <input type="checkbox"/> ATHLETIC EVENT(S)

**\* \* MINIMUM INSURANCE REQUIREMENTS \* \***

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

★ Insurance Provider:		
★ Bodily Injury Limit – <b>Per Person:</b>	★ Bodily Injury Limit – <b>Per Occurrence:</b>	★ 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 will be using a vehicle listed on my insurance document.** I understand that my insurance is **PRIMARY** in case of an accident, and 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.

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

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

Site:  Office Manager  Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRICT OFFICE:**

INS		DMV		DL		APPROVED:		DATE:	
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# REQUIRED DOCUMENTATION

**ALL DRIVERS**, including parents and district employees, must complete and sign a Driver Authorization Form and submit all 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 acquire site approval 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 email or phone **PRIOR TO DRIVING**.

## Required documentation includes:

1. **CURRENT** Driver Authorization Form - #600130 (original) – signed by parent **and school site**
2. **CURRENT** Driver License Record (DMV)- \$5.00 at DMV; \$2.00 online <http://www.dmv.ca.gov/online/dr/welcome.htm>
3. **CURRENT** Insurance Policy **Declaration** Doc (copy) – **includes 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

DECLARATIONS TYPE: Amended Declarations PAGE: 1 of 1

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

POLICY NUMBER: 1889

Year Policy Period: FROM 03-27-2008 TO 05-21-2008

TERMINATE ADDRESS: GGP TELEVISION, C.M.

ITEM	NAME	MODEL	YR	BODY	TYPE	VEHICLE IDENTIFICATION NUMBER	DRIVER'S LICENSE NUMBER	NAME
01	TOYOT							
02	TOYOT							
03	CHEVR							
04	ROCK							

COVERAGE	EACH PERSON	EACH OCCURRENCE	DEDUCT	PREMIUM	DEDUCT	PREMIUM	DEDUCT	PREMIUM	DEDUCT	PREMIUM
Bodily Injury	100,000	300,000								No Coverage
Medical Payments	10,000									No Coverage
Uninsured Motorist	100,000	300,000								No Coverage
Property Damage		50,000								No Coverage
Comprehensive			100		100		No Coverage		500	\$5
Collision			500		500		No Coverage		500	\$15
All Risks			No Coverage		No Coverage		No Coverage		No Coverage	
TOTAL PREMIUM PER VEHICLE										\$22

Automobile Death Benefits: EXPLANATION OF LIMIT CODES: A=\$10,000 first named insured; B=\$15,000 each first named insured and spouse; C=\$15,000 each additional named insured shown on endorsement F22B.

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

SCHEDULE OF CHARGES: Add Item

ITEM	RAISED DRIVER	DRIVER SAFETY RECORD	YRS DRIV EXP	EST ANN MI. DRIVEN	VEH GARAGE ZIP	VEHICLE LEASE	SEX	MARITAL
01		0 PT		10,000 MI		Principal	F	M
02		0 PT		8,000 MI		Principal	M	M
03		PT		1,000 MI		Undesignated		
04		PT		MI		Undesignated		

Enhanced Transportation Expense Coverage: Item/s 01, 02.  
 DISCOUNTS: Mat Drv: None MultiPolicy H03 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 for any field trip/athletic event.
- ▶ Prior to 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.
- ▶ 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**.
- ▶ Students under the age of eight (8), or less than four feet nine inches tall (4'9"), 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.
- ▶ Caravan travel is required if more than one vehicle is used for any trip.