

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 Phone:	License #:	License Exp:
School ( <i>one per form</i> ):	Teacher / Coach:	<input type="checkbox"/> <b>Field Trip</b> <input type="checkbox"/> <b>Athletic Event</b>
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 – <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 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 (one form per school site) 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 DOCUMENTS MUST BE TAKEN TO THE OFFICE MANAGER OF THE SCHOOL SITE FOR WHICH YOU WILL BE DRIVING - PRINCIPAL'S SIGNATURE REQUIRED**. THEY WILL FORWARDED TO THE DISTRICT OFFICE FOR AUTHORIZATION.

Required documentation includes:

1. **CURRENT** Parent Driver Form - #600130 (**original**) – *signed by parent and principal*
2. **CURRENT** DMV Printout (**original**) – *from DMV (\$5.00 fee)*
3. **CURRENT** Insurance Billing Doc (**copy**) – *including 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: Amended Declarations PAGE: 1 of 1

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

POLICY NUMBER: INSURED SINCE: 1989

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

**Expiration Date**

**Coverage Detail**

ITEM	DESCRIPTION	LIMITS		DEDUCT	ITEM C1	ITEM C2	ITEM C3	ITEM C4
		PER PERSON	PER OCCURRENCE					
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
TOTAL PREMIUM PER VEHICLE								\$22

**Death Benefits**

**Premium Summary**

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

**SCHEDULE OF CHANGES**

ITEM	RATED DRIVER	DRV SAFETY RECORD	YES DRV EXP	EST ANN MI DRIVER	VEH CHANGE 2P	VEHICLE USAGE	DRIVER	INITIAL	SEE REQUIRE FOR EXPLANATION OF CODES
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 HO3 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 only 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.
- ✓ Drivers must complete a Driver Authorization Form for each site at which they intend to drive. Please do not include more than one site on each form. If insurance, DMV and license documentation for the current school year is already on file with the District Office, drivers can make note of this on their form rather than resubmitting it.
- ✓ 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.