

**EMPLOYEE DRIVER APPLICATION – Page 1 of 2**  
Employees Driving for Business and/or Volunteer Driving District Vehicle

**Site/Department:** \_\_\_\_\_ **Driver Name:** \_\_\_\_\_

**District Requirements**

Point Arena Schools acknowledges the need for responsible drivers to provide transportation services for school activities and related business. To ensure that transportation services will be provided in a safe, efficient and cost effective manner, all drivers must comply with the following requirements:

1. The driver must be at least age 21 to drive for business purposes and age 25 if transporting students, possessing a valid California driver's license, and have been continuously licensed for a minimum of 3 years.
2. Driver must be free of any medical condition that may affect his/her ability to operate a vehicle.
3. No alcohol or drugs will be consumed prior to, or while operating the vehicle.
4. The number of passengers shall not exceed the capacity for which the vehicle was designed.
5. No one may transport more than nine passengers plus the driver in any vehicle.
6. Transportation is limited to District business and/or transportation of students and approved chaperones for educationally based activities, sports and field trips.
7. All occupants must wear seat belts whenever the vehicle is in motion.
8. All students who are less than 6 years of age or weigh less than 60 pounds must be properly secured in a rear seat in a child passenger restraint system meeting applicable federal motor vehicle safety standards.
9. The use of cell phones, walkmans, pagers or other electronic devices while driving is prohibited.
10. Smoking a pipe, cigar or cigarette in the vehicle is prohibited.
11. The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, will be conscientious in obeying all driving rules and regulations set forth by the State of California. The California Supreme Court has eliminated the protection of the former California Guest Law; therefore, a guest passenger may sue his/her host owner/driver.
12. Driver must have an acceptable driving record as determined by the Point Arena Schools policy. The Point Arena Schools reserves the right to require a current H6 Motor Vehicle Report (10 year MVR) for driver eligibility.
13. If the above conditions change and/or cannot be met, I will no longer participate as a driver until the requirements can be met.

**I CERTIFY THAT I HAVE READ THE ABOVE POINT ARENA SCHOOL'S REQUIREMENTS AND THAT I AM IN COMPLIANCE WITH THEM.**

Driver Name (Print): \_\_\_\_\_ Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Driver License #: \_\_\_\_\_

\_\_\_\_\_ License Expiration Date: \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Attach:**

1. **Copy of California Drivers License.**
2. **Current H6 Motor Vehicle Report (10 year MVR) if you are a volunteer driving a district vehicle.**
3. **Authorization for Release of Driver Record Information (DMV Form INF 1101) if you are an employee.**
4. **Valid Evidence of Insurance if you are an employee driving a private vehicle for business purposes. Volunteers driving a private vehicle must complete a Private Driver Application.**

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**Approved Driver:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Designated Point Arena School's Official)

*Retain this original signed form in school file after approval.*

**EMPLOYEE DRIVER APPLICATION – Page 2 of 2**  
Required for employees using their private vehicle for business purposes.

**Site/Department:** \_\_\_\_\_ **Driver Name:** \_\_\_\_\_

**VEHICLE INFORMATION:**

**Description of Auto**

Name of Owner: \_\_\_\_\_

Year: \_\_\_\_\_

Address: \_\_\_\_\_

Make: \_\_\_\_\_

Telephone: \_\_\_\_\_

Number of Seatbelts: \_\_\_\_\_

License Plate No.: \_\_\_\_\_

Registration Expiration: \_\_\_\_\_

Number of Booster/Child Restraint Seats, if applicable:  
\_\_\_\_\_

**INSURANCE INFORMATION:**

The Point Arena School's liability insurance does not extend protection to the private driver/employee/volunteer unless the driver has been deemed a volunteer/employee of the Point Arena Schools. If deemed such, the Point Arena School's liability insurance serves only as excess insurance over the driver's primary insurance. The Point Arena Schools does not provide collision or comprehensive physical damage for any private driver vehicle.

**Minimum Personal Automobile Liability Limits Required:**

Bodily Injury	<u>\$100,000 each person</u>	OR	Combined Single Limit	<u>\$300,000 each occurrence</u>
	<u>\$300,000 each occurrence</u>			
Property Damage	<u>\$ 50,000 each occurrence</u>			

Auto Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Expiration Date of Policy: \_\_\_\_\_

Liability Limits: Bodily Injury: \$ \_\_\_\_\_ each person  
\$ \_\_\_\_\_ each occurrence  
Property Damage: \$ \_\_\_\_\_ each occurrence  
~OR~  
Bodily Injury and Property Damage Liability, Combined Single Limit  
\$ \_\_\_\_\_ each occurrence

**I CERTIFY THE INFORMATION PROVIDED IN THIS TWO (2) PAGE EMPLOYEE DRIVER APPLICATION IS TRUE AND CORRECT. I UNDERSTAND THAT, IF AN ACCIDENT OCCURS, MY INSURANCE COVERAGE SHALL BEAR PRIMARY RESPONSIBILITY FOR ANY LOSSES OR CLAIMS OF DAMAGE. TO THE BEST OF MY KNOWLEDGE, MY VEHICLE IS MECHANICALLY SOUND.**

Sign: \_\_\_\_\_  
(Driver-Applicant)

Date: \_\_\_\_\_

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**Approved Driver and Vehicle:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Designated Point Arena Schools Official)

*Retain this original signed form in school file after approval.*

**POINT ARENA JOINT UNION HIGH SCHOOL DISTRICT  
ARENA UNION ELEMENTARY SCHOOL DISTRICT**

**EMERGENCY PROCEDURES FOR DRIVERS  
TRANSPORTING STUDENTS TO  
SCHOOL RELATED ACTIVITIES**

Note: There is an Accident Report Kit in the glove box of the Van with step-by-step information. Please follow the directions.

You **MUST** follow these directions if you are involved in any kind of automobile accident.

- Call CHP (California Highway Patrol) immediately (911). Do **NOT** leave the scene of the accident.
- If possible, pull to the side of the road and assess injuries.
- Call Site Principal or if not available call the Superintendent as soon as possible. Use the cell phone or go to the nearest phone. (Phone numbers are listed in your packet).
- If CHP determines the vehicle to be road safe, you **MUST** return to the school. Do **NOT** continue on your field trip!

I certify that I have read and understand the Emergency Procedures outlined above and I will comply with these procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Cc: Transportation Supervisor  
School Secretary

**PROCEDURES  
FOR  
VAN DRIVERS, COACHES AND PRIVATE CAR DRIVERS**

If you are the Delegated Supervisor in Charge of any field trip or sporting event, you **MUST** have the following information in your possession:

- A list of ALL students on board each vehicle or bus and a copy of Parent Consent.
- Copies of Student Emergency Cards for ALL students participating on the trip.
- A copy of the Emergency Procedures for Drivers Transporting Students to School Related Activities.

The following procedures **MUST** be followed:

- The Delegated Supervisor **MUST** take roll before leaving the school campus.
- A copy of the roll **MUST** be submitted to the office before you leave for your activity. (If all participants do **NOT** leave from the same location you must contact the Site Principal for procedures).

**ALL BOXES MUST BE CHECKED OFF BEFORE YOU PROCEED WITH YOUR TRIP.** A copy **MUST** be left with the office.

I certify that I have read and understand the Procedures for Van Drivers, Coaches and Private Car Drivers as outlined above and I will comply with these procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CC: Transportation Supervisor  
School Secretary



EMPLOYER PULL NOTICE PROGRAM

AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

SECTION 1 — DRIVER INFORMATION

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, Point Arena Schools

COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) §1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY COUNTY STATE
Point Arena Mendocino CA
DATE SIGNATURE OF EMPLOYEE
X

SECTION 2 — AUTHORIZED REPRESENTATIVE CERTIFICATION

I, Armando Ramirez, of Point Arena Schools, AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual.

EXECUTED AT: CITY COUNTY STATE
Point Arena Mendocino CA
DATE SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE
X Armando Ramirez

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at dmv.ca.gov/otherservices, or by calling 916-657-6346.

PLEASE RETAIN AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MAKE AVAILABLE UPON REQUEST TO DMV STAFF.

DO NOT RETURN THIS FORM TO DMV.