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## PENNGROVE ELEMENTARY

# Field Trip and Parent Driver Guidelines

Thank you for sharing your time with us by volunteering to drive on field trips. We really do appreciate your help.

### Field Trip Driver Requirements

The following requirements must be met in order to drive:

- Possess a valid California State driver's license and be 25 years of age or older, or the parent of one of the students traveling on the field trip. Drivers with any history of reckless, drunk, drug or other illegal offense will not be allowed to drive on any field trips.
- Provide proof of liability insurance as specified by the Petaluma City School District.
  - \$100,000/\$300,000 - Bodily Injury or \$300,000 Combined Single Limit
  - \$50,000 - Property Damage Liability
  - \$5,000 - Medical Payment
  - Uninsured Motorist Coverage

**Note:** policy holder's name and policy period must be included (sample attached)

- Use only a vehicle registered to the driver and on file at the school.
- Provide a vehicle in good working order with a full tank of gas and a spare tire.
- Students should not be seated in the front passenger seat if there is a front passenger seat airbag installed in the vehicle.
- Wearing seat belts is the law. All drivers and passengers must comply at all times. California Law states:
  - You and all passengers 8 years old or older, or children who are 4 feet 9 inches tall or taller, are required to wear seat belts.
  - Children 8 years old or younger, or who are less than 4 feet 9 inches tall, must be secured in a car seat or booster seat in the back seat.
- The following information must be submitted and kept on file at school:
  - Completed Volunteer Application
  - Completed Transportation of Students in Privately Owned Vehicles form
  - Copy of valid driver's license
  - Proof of liability insurance

In order to assure fair treatment for all and help prevent any problems which may arise, all field trip drivers must adhere to the following guidelines:

- **Do not** switch students who were assigned to your car. The student car assignments are made in advance and last-minute switching causes stress and confusion.
- **Do not** stop for or provide drinks, snacks or treats for riders. Side trips or stops of any kind are not allowed. Permission is granted to transport students to and from location to be visited **only**.
- All traffic laws must be followed.
- Please fill the car with fuel before reporting to the trip.
- Please do not run errands or stop to do errands while on the trip.
- The California **cell phone law**, which went into effect in January 2017, prohibits drivers from holding their devices in their hands for any reason. If your cell phone is on, please stop the car in a safe area before you use the phone.
- Smoking is not permitted around children at any time.
- Please stay with your car "group" while on the trip unless otherwise instructed by the teacher.
- Siblings are **not allowed** on field trips unless permission has been granted by the principal in advance.
- Friends, family members, extra persons are not allowed to attend the field trip.

All students must do the following while in the vehicle:

- Seat belts must be worn.
- All body parts must remain inside the vehicle at all times.
- Students are seated at all times.
- Keep hands and feet to self.
- Stay with the assigned car group.
- NO throwing of items in the vehicle or out of the windows.
- Leave all vehicle gadgets alone.

Please inform the teacher of any behavior problems immediately upon arrival at your destination.

**TRANSPORTATION OF STUDENTS IN PRIVATELY OWNED VEHICLES\***  
**Statement of Insurance Coverage**

Teacher's name: \_\_\_\_\_  
Purpose of student transport (e.g. class field trip or athletic trip) \_\_\_\_\_

Please enter below the information as requested and attach a copy of the insurance policy:

1. Owner's/Driver's Name: \_\_\_\_\_  
Home Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_  
e-mail: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Make of Car: \_\_\_\_\_ Year/Model: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Name of Auto Insurance Carrier: \_\_\_\_\_  
Policy #: \_\_\_\_\_

2. Coverage limits: (Please initial all items below that reflect your policy)
- \_\_\_\_\_ a. Bodily Injury @ \$100,000 or more for one person and \$300,000 or more for more than one person.  

*or*

Combined Single Limit Bodily Injury @ \$300,000 or more.
  - \_\_\_\_\_ b. Coverage for Property Damage @ \$50,000 or more.
  - \_\_\_\_\_ c. Coverage for Uninsured Motorists.
  - \_\_\_\_\_ d. Medical Payments Coverage for passengers @ \$5,000 or more.
3. This policy expires on: \_\_\_\_\_  
*Date*

**CERTIFICATION:**

I certify that the facts, as completed above, are true and correct. I further agree to provide a current Driver's License, vehicle registration and any certificates, policies, or other official documents as requested to support this information. I affirm that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years. I agree to immediately notify the School Principal of any changes in the facts above, including any cancellations of coverage or changes in limits as initiated by the carrier.

\_\_\_\_\_  
*Owner/Driver (signature)* \_\_\_\_\_  
*Date*

**Acknowledgement that the above information has been reviewed and validated:**

\_\_\_\_\_  
*Principal* \_\_\_\_\_  
*School* \_\_\_\_\_  
*Date*

\*Please see Instructions and Explanation of these requirements on the back of this form.

## TRANSPORTATION OF STUDENTS IN PRIVATELY OWNED VEHICLES

On occasion, students in our schools will participate in activities or situations where they must be transported by private vehicle. If you can assist us by using your automobile, please read the following conditions that will need attention for arrangements of this nature.

- A. In the interest of providing for a safe transport of students in privately owned vehicles while they are traveling as part of a District sponsored event, or on District business, Administrative Regulation 3541.1 requires that an owner carry certain minimum limits of liability insurance coverage for bodily injury, property damage, and medical payments.
- B. \*\*This requirement recognizes that under current legal practice, the owner of a vehicle is expected to answer and cover any claim for injury or damage caused by his/her car, and accordingly, needs the backing of sufficient insurance to properly handle this responsibility.
- C. This requirement, in addition to other provisions of Regulation 3541.1 that govern the transportation of students in privately owned vehicles read as follows.
  1. The trip must be approved by the principal, who is responsible for compliance with this regulation.
  2. Each passenger must be properly seated to prevent overcrowding and all passengers must wear seat belts in accord with current California laws. No more than eight (8) people properly seated are permitted in a vehicle other than a certified school bus. Students under the age of 12 are not to sit in the front seat of any vehicle equipped with a passenger-side airbag.
  3. Each vehicle owner must furnish evidence in writing of the following insurance coverage: \$100,000/\$300,000 Bodily Injury, \$50,000 Property Damage, or \$300,000 Combined Single Limit of Liability, Uninsured Motorists coverage, and Medical Payment coverage of not less than \$5,000.
  4. All drivers must have a current California Drivers License and be 21 years of age or over. The driver must affirm that they have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years.
  5. Groups of cars traveling in caravans are not permitted.
  6. All Adults who volunteer to transport athletes or other students must agree that there will be no smoking allowed in the vehicles at any time during the field trip.
  7. Vehicle shall comply with all current applicable provisions of the California Vehicle code.
  8. The following items must be checked prior to the field trip:
    - Minimum tread on tires
    - Working seat belts for driver and all passengers
    - Working lights, turn signals, mirrors
    - Appropriate spare tire, highway flares
    - Normally operating engine
    - Normal mechanical systems, steering, brakes, etc.

**\*\*Please note: In the event of an accident, the insurance policy of the private vehicle in which students are being transported will be responsible.**



CSAA Insurance Exchange  
PO Box 22221  
Oakland, CA 94623-2221

# Automobile Policy Declarations

Please keep with your policy. See Important Notice on reverse.

For questions or changes call: (800) 922-8228



Name and Address of Insured

[Redacted Name and Address] **NAME**

POLICY INFORMATION	Declarations Type	Renewal Certificate	Process Date	11-22-2017
	Policy Number	[Redacted]	Insured Since	1996
	Your Policy Period	From 12-26-2017	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 declarations, not prior to the time coverage change was requested.	
		To 12-26-2018	12:01 A.M. Standard Time at the address of the Named Insured.	

Alternate Address

Occupation

Alternate Number

Telephone Number

VEHICLES	Item	Make	Model Yr	Body Type	Vehicle Identification No.	DRIVERS	Name
	1	TOYOTA	2003	WAGON 4 DOOR	[Redacted]		

**REQUIRED**

Coverage	Liability Limits		Item 1		Deductible	Premium	Deductible	Premium	Deductible	Premium
	Each Person	Each Occurrence	Deductible	Premium						
Bodily Injury	100,000	300,000		\$241						
Medical Payments	5,000			\$44						
Uninsured Motorists	100,000	300,000		\$49						
Property Damage		100,000		\$299						
Comprehensive Actual Cash Value Less Deductible			100	\$131						
Full Comprehensive Safety Glass Endorsement (\$0 deductible)			NO COV							
Collision Actual Cash Value Less Deductible			500	\$406						
Enhanced Transportation Expense \$25 per day/\$750 aggregate				\$28						
All Risks Actual Cash Value Less Deductible			No Coverage							
Vehicle Loan/Lease Protection Endorsement			No Coverage							
New Car Added Protection Endorsement			No Coverage							
Original Equipment Manufacturer Parts (OEM) Endorsement			No Coverage							
Ride-sharing Coverage Endorsement			No Coverage							
TOTAL PREMIUM PER VEHICLE >				\$1,198						

\* Automobile Death Benefits \$15,000 per deceased insured person Premium \$3

**Premium Summary**

This is not a bill.  
CA Surcharge: \$0  
CA Special Fraud Assessment Fee: \$1.76

Total Premium: \$1,202.76  
Total Premium shown is for the Member Advantage™ Program.

**EXCLUSIONS**

There is no coverage provided by this Policy while the following individual(s) operate a motor vehicle:  
None

Schedule of Changes

CHANGES

