

# TwinRivers

UNIFIED SCHOOL DISTRICT



*California's Newest Unified School District*

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## **Transportation Process & Procedures for District Employee and Volunteer Drivers using Personal Vehicles**



## Process for District Employee and Volunteer Drivers Using Personal Vehicles

All district employees should review Twin Rivers Administrative Regulation AR3541.1 and E3541.1 for the legal basis of our policy on the use of personal vehicles to transport students. The process is outlined below:

- Employees and volunteer drivers who wish to use their private vehicles to transport our students must meet all requirements outlined on the Personal Automobile Use Form.
- Volunteers with an approved background check will have a TRUSD volunteer badge. If needed, see the School Secretary to complete this process.
- Complete and sign the Personal Automobile Use Form and submit to School Administrator along with required items (a) proof of a valid California Driver's License, (b) proof of current automobile registration, (c) proof of liability insurance with coverage of at least **\$100,000 per person and \$300,000 per incident**, and (d) a signed DMV Employer Pull Notice form (attached) to allow TRUSD Transportation Services to request this record.
- **NOTE:** The DMV Pull Notice can take 4-6 weeks. To expedite the process, employees/volunteers can obtain a copy of their DMV Driver's History Report either at a DMV office or submit an online request for their records at [www.dmv.ca.gov/forms/inf/inf1125.pdf](http://www.dmv.ca.gov/forms/inf/inf1125.pdf). There is a nominal fee charged by DMV that the employee/volunteer must pay. Submit this report in lieu of (d) the Pull Notice.
- The School Administrator retains a copy of these records for their file and submits a copy to Transportation Services.
- Transportation Services will review the application and driving history. The Director of Transportation Services will sign the Personal Automobile Use Form indicating that the driver meets/does not meet the district's requirements. This form is then returned to the School Administrator.
- The School Administrator or designee contacts the employee/volunteer to let them know that they have/have not been approved to transport our students. Approved employee/volunteer drivers will be given a copy of the signed Personal Automobile Use Form to keep with them on any District sanctioned events.
- Once a driver is approved, they are allowed to transport students to and from district sanctioned events until the beginning of the next school year - as long as documentation stays current and the driver does not receive a violation, or series of violations, that lead to suspension or revocation of their driving privileges. Changes to the DMV report will automatically be forwarded to the Director of Transportation.
- The School Administrator is responsible for making sure that the drivers retain proof of current insurance, auto registration, and driver's license at their site. They also are responsible for overseeing the activities of any volunteer drivers for their school.

Questions about this process should be directed to Greg Rash, Administrator, Business Services, at 566-1646 or 566-1600 x 50121



## Personal Automobile Use Form for District Employees and Volunteers

*(One form required for each driver to be approved)*

Thank you for volunteering your time and your automobile to help transport our students to off-site events or activities. In order to protect the health and safety of our students, our District requires that anyone (*employee or volunteer*) using their personal automobile to transport students to and from sanctioned activities must receive prior approval. Before such approval may be granted, you must submit certain required information and agree to abide by certain rules regarding the operation of the vehicle as set forth below.

### REQUIREMENTS

1. Must be at least 21 years of age.
2. Must be fingerprinted, have a completed background check and approval by Department of Human Resources.
3. Must provide a photocopy of your California Driver's License. Should your Driver's License expire during the school year, an updated photocopy showing the renewal is required before you will again be eligible to transport students.
4. Must show current vehicle registration and insurance. **Please be advised**, that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, **your insurance will provide the primary coverage for any resulting bodily injury or property damage**. The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle. Should your vehicle registration or insurance coverage expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport Students.
5. Must authorize Transportation Services, and have on file through Transportation Services, access to your DMV driving record through the California Pull Notice Program (DMV Form provided) or a DMV H-6, Driver History Report (current within the last 30 days).

### RENTAL VEHICLES

(Employees Only)

Please remember that the age requirement for vehicle rental and driving is 25 years of age or older. Transportation will need to know who will be driving the vehicle(s) to make sure that they have the required documentation on file. Therefore, it is important that you complete the driver information in its entirety. Submitting the request without the required information may result in delay or denial of your request. If you are taking the vehicle(s) out of state, you must present a copy of the "BOARD APPROVED" Permission to Attend form along with your request signed by your site administrator, including a list of all students/adults who will be traveling.

**THE ABOVE REQUIREMENTS MUST BE MET BEFORE THE KEY TO THE RENTAL IS RELEASED.** The driver will pickup and drop off the rental vehicle at the Twin Rivers, Grand Avenue, Transportation Services Yard. The driver will receive a pouch, which will contain the vehicle key, gate key to the yard, and instructions on how to arm/disarm the Transportation Services outer gate alarm system.

The vehicles are released from the yard with a full tank of gas, and must be returned the same. If not, you will be charged at the rate we are charged to re-fill the vehicles to a full tank. You may fuel the vehicles in the yard but you will need to check with the Shop Operations Manager to access the district fueling facility.



**VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS**

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will not smoke with a minor in the automobile. I will at all times comply with California law regarding proper operation of the vehicle, including compliance with all speed limits and posted signs and placards, and all traffic laws.
2. I will not transport students in a vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will check the safety of the vehicle: tires, brakes, lights, horn, suspension, etc. I will not transport students unless I have a working seatbelt for each student, with seatbelts to be used at all times by myself and all transported students. I will use a safety seat for any child under eight (8) years of age and under 4' 9". I will carry only the number of passengers for which my vehicle was designed. In a truck, I will carry only passengers in the passenger compartment. The vehicle may be inspected by District representatives.
3. I am over the age of 21 and will be the sole driver of the vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized students ride in the vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the vehicle to a specific activity, event, or competition **if** the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission; I can purchase admittance for such other child. I will take the most direct route to and from the event destination with no unnecessary stops.

**IN CASE OF EMERGENCY CALL:**

1. 911
2. TRUSD POLICE DISPATCH (916) 566- 2770
3. TRANSPORTATION SERVICES DISPATCH (916) 566-3405
4. KEEP ALL STUDENTS TOGETHER

**REQUIRED INFORMATION:**

**Name of Driver (please print legibly)      California Drivers License**

			<i>Number</i>		
			<i>Expiration Date</i>		
<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Class</i>		
Vehicle(s) Make:                      Model:		Year	Vehicle(s) License Plate:		Name of Registered Owner:

**Insurance Information**

Carrier:	Policy Number:	Expiration Date:	Insurance Liability Coverage Limits
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For the safety of our Students, by signing below, you are agreeing to follow all rules and requirements listed in this form and also authorizing the District to (a) obtain a copy of your Driver History record and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status.

\_\_\_\_\_  
DRIVER'S SIGNATURE

\_\_\_\_\_  
DRIVER'S CONTACT PHONE NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF SCHOOL

\_\_\_\_\_  
ADMINISTRATOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR, TRANSPORTATION SRVCS

APPROVED: YES       NO

\_\_\_\_\_  
DATE

This form is to be held on file in the main office for a period of one (1) year from the date of the current school year.



Employee

Volunteer

EMPLOYER PULL NOTICE PROGRAM  
AUTHORIZATION FOR  
RELEASE OF DRIVER RECORD INFORMATION

I, \_\_\_\_\_ California Driver License Number, \_\_\_\_\_ Class \_\_\_\_\_  
Hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my  
driving record, to my employer, TWIN RIVERS UNIFIED SCHOOL DISTRICT  
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 convictions 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) Section 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 CA

DATE \_\_\_\_\_ SIGNATURE OF EMPLOYEE \_\_\_\_\_

I, DEBORAH G. DAVIS, DIRECTOR of TRUSD Transportation Services  
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. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information related to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information; I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45) These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

SACRAMENTO \_\_\_\_\_ SACRAMENTO \_\_\_\_\_ CA  
EXECUTED AT: (CITY) COUNTY STATE

DATE \_\_\_\_\_ SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

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 1103, INF 1103A form. You may obtain forms at our website at [www.dmv.ca.gov/otherservices](http://www.dmv.ca.gov/otherservices), or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS, TRANSPORTATION SERVICES AND MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

**DO NOT RETURN THIS FORM TO DMV**