

Transportation for School-Related Business

HUMBOLDT COUNTY OFFICE OF EDUCATION DRIVER REGISTRATION

DRIVER: (circle one): Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____ Driver's License No. _____

Telephone No. _____ Expiration Date of License: _____

VEHICLE INFORMATION

Name of Owner: _____ Year: _____ Make: _____

Address: _____ License Plate No. _____

Registration Expires: _____ Seating Capacity: _____

INSURANCE INFORMATION

Insurance Company: _____ Policy No. _____

Telephone No. _____ Expiration Date: _____

Liability Limits of Policy: _____

DRIVER STATEMENT

I certify that

1. The information given above is true and correct.
2. I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years.
3. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.
4. I have checked the safety of my vehicle (brakes, lights, horn, suspension, tires, and chains if necessary, etc.) and it is in safe condition.

5. I will carry only the number of passengers for which the vehicle was designed. If I have a truck or pickup, I will carry only as many as can safely sit in the passenger compartment.
6. I will require each passenger to use a safety belt. Additionally I will ensure that a child under the age of 6 or under 60 pounds, unless exempted by law, will be secured in an appropriate child passenger restraint system that meets federal safety standards and that I will follow the manufacturer’s recommendations for seating of children in seats equipped with airbags.
7. I understand that in case of an emergency:
 - I will keep all the children I am transporting together.
 - I will call 911 and/or my insurance carrier as appropriate
 - I will call the North Coast Schools Insurance JPA at (707) 445-7055 to report the accident/emergency.
8. I will notify the Humboldt County Office of Education immediately of any expiration and or suspension of my driver’s license or vehicle insurance.
9. I will notify the Humboldt County Office of Education of any change in vehicle to be used in transporting students prior to my using it for such purpose.

Signature: _____

Date: _____

Print Name: _____

TO BE CARRIED IN THE DRIVER'S AUTOMOBILE

DRIVER INSTRUCTIONS:

When using your vehicle to transport students on field trips or for other school- or office-related trips:

1. Be sure that you have registered with the Office of Education for such purposes and have a valid driver's license and current liability insurance.
2. Verify that all student passengers have written permission signed by their parents/guardians to travel for school-related trips on file.
3. Check the safety of your vehicle: tires (and chains if necessary), brakes, lights, horn, suspension, etc.
4. Carry only the number of passengers for which your vehicle was designed. If you have a truck or pickup, carry only as many as can safely sit in the passenger compartment.
5. Require each passenger to use a safety belt.
6. Ensure that any child under the age of 6 or under 60 pounds, unless exempted by law, is secured in an appropriate child passenger restraint system that meets federal safety standards and that you have followed your automobile manufacturer's recommendations for seating of children in seats equipped with airbags.

IN CASE OF AN EMERGENCY:

- IF YOU ARE TRANSPORTING CHILDREN, KEEP ALL THE CHILDREN TOGETHER
- CALL 911 AND/OR YOUR INSURANCE CARRIER AS APPROPRIATE
- CALL THE NORTH COAST SCHOOLS INSURANCE JPA AT (707) 445-7055