

TwinRivers

UNIFIED SCHOOL DISTRICT



California's Newest Unified School District

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



Documents Required to Become Approved Driver for TRUSD

**** Please read carefully – there are different documents required for personal vehicles and rental vehicles.**

Personal Vehicle Required Documents

- *Copy of Valid California Driver's License*
- *Copy of TRUSD ID or Copy of TRUSD Volunteer Badge*
- *Signed Vehicle Safety Form (last page in this attachment)*
- *Current and Original H-6 Print-Out from the DMV (not the form that can be printed online) – Cost is \$5. This is the 10 year driving record. ****
- *Copy of Personal Insurance Showing Limits of Liability (100,000 – 300,000)*
- *Copy of Current Vehicle Registration*

Rental Vehicle Required Documents (EMPLOYEES ONLY)

- *Copy of Valid California Driver's License*
- *Copy of TRUSD ID Badge*
- *Signed Vehicle Safety Form (last page in this attachment)*
- *Current and Original H-6 Print-Out from the DMV (not the form that can be printed online) – Cost is \$5. This is the 10 year driving record. ****

Please make sure to send all completed documents to Megan Sheley, 916-566-3405 ext. 51029 or Megan.Sheley@twinriversusd.org. You can email the forms or send through district mail.

*****The required H6 document can either be picked up from DMV or mailed, which can take 4-6 weeks to receive. There are no driving records that can be printed online and turned in for approval to drive.**



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 an H6 report from DMV. There is a nominal fee charged by DMV that the employee/volunteer must pay.
- 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.
- 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.

Questions about this process should be directed to Megan Sheley, Transportation Services, at 566-3405 x 51029



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 have 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.

THE ABOVE REQUIREMENTS MUST BE MET BEFORE THE KEY TO THE RENTAL IS RELEASED.

DROP OFF AND PICK UP INSTRUCTIONS:

The driver will pick up and drop off the rental vehicle at the Twin Rivers, 1400 Grand Avenue, Transportation Services Yard. The Transportation office is **closed at 4:30 pm and keys will need to be picked up by 4 pm.**

The vehicles are released from the yard with a full tank of gas, and will be fueled by Transportation staff for you upon return of the vehicle.



- Twin Rivers Employee
- Personal Vehicle

- Twin Rivers Volunteer
- Rental Vehicle

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 six years of age weighing less than 60 pounds. 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.

DROP OFF AND PICK UP INSTRUCTIONS:

The driver(s) will pick up and drop off the rental vehicle at the Transportation Bus Yard, 1400 Grand Avenue. The Transportation office is **closed at 4:30 pm and keys will need to be picked up by 4 pm.** Email or phone will be made when keys are available to be picked up.

The vehicles are released from the yard with a full tank of gas, and will be fueled by Transportation staff for you upon return of the vehicle.

Do not leave your personal vehicle parked inside the bus yard. The gates will be locked and you will not be able to get your car until the following day.

IMPORTANT NUMBERS:

- **TRUSD POLICE DISPATCH (916) 566- 2777**
- **TRANSPORTATION SERVICES AFTER HOURS (916) 825-9531**

DRIVER'S FIRST AND LAST NAME	DRIVER'S CONTACT PHONE NUMBER	DATE
NAME OF SCHOOL	SITE ADMINISTRATOR SIGNATURE	DATE
TRANSPORTATION SERVICES ADMIN. SIGNATURE	APPROVED: YES <input type="checkbox"/> NO <input type="checkbox"/>	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.