

Sequoia Union High School District  
Menlo-Atherton High School  
**PERSONAL VEHICLE USE FORM**

Note: Please attach a photocopy of the following: (1) "Proof of Insurance" form presently being provided by driver's personal automobile insurance company, indicating the expiration date of insurance and limits, and (2) a copy of your current driver's license. SUHSD administration may obtain employee driving record checks from the California Department of Motor Vehicles. This form is available in Administrative Services Division 9/12/06

**Please complete the following. Incomplete packets will not be accepted.**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Year/Make of Automobile: \_\_\_\_\_ Vehicle License Number: \_\_\_\_\_

Insurance Carrier/Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Liability Limits (must be above a \$100,000 minimum) \_\_\_\_\_ Policy Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Driving Restrictions: \_\_\_\_\_

Site: Menlo-Atherton High School Sport/Event you will be driving for: \_\_\_\_\_

I certify that the above information is correct and that the insurance coverage is in force. I understand that if performing work for the Sequoia Union High School District (SUHSD) in the course of my duties I may utilize my personal vehicle, I must have liability insurance coverage in force as required by the State of California and agree to advise the SUHSD, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

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

Site Administrator's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

District Office Administrator's Approval (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

Approve Until: \_\_\_\_\_ Not Approved: \_\_\_\_\_

● Note: If a personal automobile is driven while on SUHSD business, and it is involved in an accident, by law the personal liability insurance policy is used first. The SUHSD liability policy would be used only after the personal policy limits have been exceeded. The SUHSD does not cover, nor is it responsible for, comprehensive and collision coverage for personal vehicles.

● All persons driving on SUHSD business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-SUHSD personnel or students or guests as passengers; (4) not carry more than nine (9) students, no matter what the size of the vehicle; and (5) ensure that all vehicle occupants use seat belts.

● Information regarding student drivers: On July 1, 1998, new laws were imposed concerning provisional drivers (under 18 years of age), and the following restrictions apply to all SUHSD students who are under 18 years of age: During the first 12 months provisional drivers are licensed to drive, they cannot drive between the hours of 11:00 p.m. and 5:00 a.m. and cannot transport passengers under the age of 20 unless accompanied by a parent/guardian, a licensed driver 25 years of age or older, or a licensed-certified driving instructor.