

**USE OF DISTRICT, RENTAL, AND PRIVATE AUTOMOBILES  
FOR OFF-CAMPUS ACTIVITIES**

**7903.14**

- 1.0 Section 3.8 of policy 7903.11-R requires district transportation, certified commercial, or common public carriers to be the mode of transportation for all off-campus activities. This policy will serve as an exception to these requirements, and may only be used for school authorized events involving ten or less participants (including advisers) after the principal has determined that other means of transportation are unavailable or impractical. These events may include, but are not limited to, the following:
- 1.1 athletic tournaments
  - 1.2 league and C.I.F. athletic events
  - 1.3 C.I.F. state events
  - 1.4 speech contests
  - 1.5 academic decathlon
  - 1.6 Saturday events in individual sports
  - 1.7 administrators transporting students to special events
  - 1.8 student visitations to college campuses
  - 1.9 Kiwanis Bowl
  - 1.10 mock trial competition
  - 1.11 student advisory board activities
  - 1.12 drum major competitions
  - 1.13 band activities involving section competitions
  - 1.14 Miss Drill Team U.S.A.
  - 1.15 school publications activities
- 2.0 Use of district, rental automobiles, or the adviser's or parents' private automobiles may be authorized provided:
- 2.1 The use of private automobiles may be considered only after all other means of transportation have been determined by the school principal to be unavailable or impractical. In other words, the use of private vehicles is firmly discouraged.
  - 2.2 No more than nine passengers (a total of ten persons) are allowed in any vehicle unless an AUHSD bus driver is driving the vehicle.
  - 2.3 Each and every passenger is provided and utilizes a properly installed seat belt device that meets or exceeds federal and state seat belt safety requirements.
  - 2.4 Only district employees including walk-on coaches may drive district vehicles.
  - 2.5 All drivers are to be a minimum of 21 years old.
  - 2.6 Sufficient storage space other than the passengers' seating area is available to carry equipment, luggage, and other items.

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- 2.7 Each driver (certificated adviser, certified walk-on coach, or parent) must submit a "Driver Record Information" sheet from the Department of Motor Vehicles prior to the first off-campus activity of the school year. Request for driver record can be made through the Department of Motor Vehicles using form DL 21, at the current DMV rate. Each request must be made for the last three (3) years. The cost may be reimbursed to the Anaheim Union High School District employee upon request to the school principal and verified by a receipt. Non-employees are not eligible for this reimbursement.
  
- 2.8 Unauthorized passengers are not to be transported in any district vehicle at any time. Unauthorized passengers are not to be transported in any rental or personal vehicles while used for the purposes of policies 7903.11, 7903.11-R, or 7903.14.
  
- 2.9 Students may not transport other students.
  
- 2.10 The school principal may approve the use of district, rental, or private vehicles provided:
  - 2.10.1 the driver's record does not indicate more than one misdemeanor moving violation in the last year (from the date of request) and not more than two misdemeanor moving violations in the last three years.
  - 2.10.2 the driver's record does not indicate any major criminal violations or any violations pertaining to the use of drugs, alcohol, or being intoxicated or under the influence of any drug or chemical substance.
  - 2.10.3 the driver's record is to be submitted to the school principal prior to for each school year.
  - 2.10.4 only the approved driver may operate the automobile.
  - 2.10.5 the driver of the district, rental, or private automobile shall sign a statement that verifies they have a Comprehensive Automobile Liability Policy that provides:
    - 2.10.5.1 automatic coverage for all owned licensed vehicles.
    - 2.10.5.2 automatic coverage for leased or hired licensed vehicles.
    - 2.10.5.3 coverage for vehicles that are owned by employees and are used in the business of the school district and that excess coverage provided by the district will be secondary to the individual driver's primary coverage.

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- 2.10.5.4 primary liability coverage for the individual car owner while s/he uses a district, rental, or personal car under authorization of the school district. The driver understands that excess coverage provided by the district will be secondary to the individual driver's primary coverage.
  - 2.10.5.5 the driver is to sign a statement signifying knowledge of primary liability for him/herself and passengers.
  - 2.10.5.6 parent notice and liability release forms must be secured.
- 3.0 Parents may assume the responsibility for the transportation of their own student(s) for events similar to those identified in 1.0 above and upon notification to the certificated adviser/certified walk-on coach, and are not required to follow the requirements of paragraph 2.5 and 2.8 above.

Parents may transport their own student(s) home at the conclusion of an event to which the school transported. They must notify the adviser/ walk-on coach in charge of the group that they are taking their own student(s) home with them.

Legal Reference:  
**Education Code** 35330, 35350

Board of Trustees  
March 26, 1987  
Revised: March 8, 1990  
Revised: August 1993  
Revised: December 1997  
Revised: February 2000  
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**ANAHEIM UNION HIGH SCHOOL DISTRICT  
DRIVER CERTIFICATION FORM (Employee, Parent, Volunteer)  
USE OF PRIVATE VEHICLE (FORM APPENDIX 7903.14A)**

**Driver's Information:**

_____	_____	_____
Print Full Name	Cell Phone Number	Site/Department
_____	_____	_____
Vehicle Plate Number	Vehicle Make/Model	Vehicle's Registered Owner

As stated in Board Policy 7903.14, the limits and coverage on the non-district vehicle are primary for the car driver/owner and the driver understands that excess coverage provided by the District will be secondary to the driver's primary coverage.

**Submit this completed form to the site principal at the beginning of the school year or at least three weeks prior to driving any students, along with a copy of:**

- 1) Valid California Driver's License
- 2) Current Auto Insurance Policy, identifying the applicant as a covered driver and the vehicle to be used to transport students as well as the following coverages per accident:
  - Bodily Injury: \$100,000 per person/\$300,000 aggregate
  - Property Damage: \$25,000
  - Medical Payments: \$5,000
- 3) Current Vehicle Registration
- 4) Current DMV driving record via Form INF1125 (may be obtained at: [www.dmv.ca.gov](http://www.dmv.ca.gov), Driver Record Request)

**Rules and regulations for transporting students:**

- ✓ Authorization is valid only for students who have provided a current school year Permission for Student to be Transported by Private Vehicle (Form 7903.14C).
- ✓ Authorization is valid for this school year only or until the insurance policy on file expires, whichever is sooner.
- ✓ Driver has no DUIs, no single incident of two or more points, and no cumulative convictions of more than 3 points on driving record submitting for the past three years.
- ✓ Driver must re-submit valid auto insurance policy if expiration date is prior to the end of this school year.
- ✓ Driver must be 21 years of age or older.
- ✓ Personal vehicle must be mechanically safe.
- ✓ Driver must transport only District-authorized passengers.
- ✓ Driver must not smoke a tobacco product in a motor vehicle, while driving District-authorized passengers.
- ✓ Total passengers (including driver) must not exceed the number of permanently attached seats and seat belts.
- ✓ No private vehicle may transport more than 10 passengers, including the driver.
- ✓ The California Driver Handbook, "Laws and Rules of the Road" must be followed, including seat belts, cellphone use, and speed limits.
- ✓ Driver must travel directly to the destination and back, giving consideration to weather and road conditions.
- ✓ Driver must report any accident(s) or incident(s) to the Risk Management office immediately.

**I certify that the above information is correct and that I agree with the Rules and Regulations outlined above.**

_____	_____	_____
Driver's Signature	Date	Site/Department
_____	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	_____
Principal's Signature Acknowledges Review		Date



# ANAHEIM UNION HIGH SCHOOL DISTRICT

## TRANSPORTATION EXEMPTION FORM

(FORM APPENDIX 7903.14B)

It is hereby requested that \_\_\_\_\_, whose date of birth is \_\_\_\_\_, be exempt from utilizing school transportation.  
(PRINT Student's Full Name) (Child's Date of Birth)

I, the parent/guardian, accept full responsibility to provide for my pupil's transportation to and from the following events:

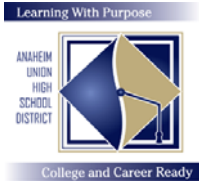
EVENT:	LOCATION:	DATE:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

As stated in the California Education Code Section 35330, I understand that I hold the Anaheim Union High School District, its officers, agents and employees harmless from any and all liability or claims, which may arise out of or in connection with my child's participation in the activity.

I further understand that the Anaheim Union High School District does not purchase or have, medical/dental/hospitalization insurance to cover injury or loss of life of pupils, or to indemnify parents/guardians for expenses in connection herewith, and that such insurance, if desired, must be purchased by the parent/guardian.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_ Best Contact Phone Number: \_\_\_\_\_



**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERMISSION FOR STUDENT TO BE TRANSPORTED BY  
PRIVATE VEHICLE DISTRICT APPROVED DRIVER  
(FORM APPENDIX 7903.14C)**

Dear Parent/Guardian:

You child is scheduled to participate in the off-campus activity approved by the District as outlined in the attached FORM APPENDIX 7903.11A and below. As noted, transportation will be provided by private vehicle to and from this activity. The approved designated District employee driver has met all of the requirements outlined in Board Policy 7903.14. In the event of an accident, please note the insurance coverage for the employee driver shall bear primary responsibility for any loss or claims for damages. Please complete the following authorization.

**As stated in the California Education Code Section 35330, I understand that I hold the Anaheim Union High School District, its officers, agents and employees harmless from any and all liability or claims, which may arise out of or in connection with my child’s participation in the activity.**

**I further understand that the Anaheim Union High School District does not purchase or have, medical/dental/hospitalization insurance to cover injury or loss of life of pupils, or to indemnify parents/guardians for expenses in connection herewith, and that such insurance, if desired, must be purchased by the parent/guardian.**

**PARENT/GUARDIAN AUTHORIZATION**

For the purposes of: \_\_\_\_\_ activity on \_\_\_\_\_, I give my permission for  
(Off-Campus Activity Description) (Date of Event)  
\_\_\_\_\_ to be transported by private vehicle.  
(Student’s Full Name)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Parent/Guardian Name: \_\_\_\_\_ Best Contact Phone Number: \_\_\_\_\_

**STUDENT ACKNOWLEDGEMENT**

Student signature acknowledges an understanding of rules and regulations governing conduct during this trip. Any violation of these rules and regulations may result in my being sent home at the expense of my parent/guardian.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_