

WUSD VOLUNTEER DRIVER FORM

To be filed prior to any individual transporting students either in their own vehicle or when driving a district owned vehicle:

The Willows Unified School District acknowledges the needed assistance by responsible volunteer drivers in order to provide transportation for numerous activities that take place within the school system that otherwise would not exist without support. We sincerely appreciate your contribution. In order to provide the best assurance to both the volunteer driver and the School District, the following agreements should be made:

1. The volunteer driver has met all the legal requirements for possessing a driver's license, has a good driving record, and is 21 years of age or over (preferably a parent of one of the students).
2. * The car being driven is in good condition and repair.
3. The car being driven provides and properly secures each child in a child passenger restraint system or safety belt meeting applicable federal motor vehicle safety standards. (V.C. 27360.5) **Our District vans hold no more than seven passengers – no exceptions.**
4. The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, is perhaps more conscious of all driving rules and regulations set forth by the State of California. The California Supreme Court has eliminated the protection of the former California Guest Law. Now a guest passenger may sue his host owner/driver.
5. The driver has an insurance policy that will act as the prime carrier for any liability incurred, with the following amounts of minimum coverage: bodily injury coverage of \$100,000 per person, \$300,000 per occurrence, and \$50,000 for property damage.

*Note: When driving a personal vehicle, the School District's insurance carrier will act as a secondary carrier over the volunteer driver's primary insurance only on behalf of the School District, not on behalf of the volunteer driver.

When driving a District vehicle, District insurance is primary. *Please notify transportation department **immediately** of any problem experienced with driving a District vehicle. All District vehicles should be cleaned of litter when vehicle is returned.*

•PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE, DMV RECORD, AND COPY OF INSURANCE POLICY PAGE SHOWING LIABILITY LIMITS TO THIS FORM – MAKE SURE TO SIGN BOTH SIDES OF THIS FORM

I have read the above terms and conditions thereof and will advise the District during the year if this information changes. I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages. I certify that I have received and will abide by the driver instructions provided by the District.

Signature of Volunteer Driver

Print Name and Date

Driver's License #

Address of Driver

Phone Number (day)

Phone Number (PM)

Name of School Site(s)

WILLOWS UNIFIED SCHOOL DISTRICT

VOLUNTEER DRIVER INSTRUCTIONS & RESPONSIBILITIES

Thank you for volunteering to transport students for school-sponsored activities. The safety of our students is our highest priority. Volunteers who transport students must comply with the following requirements:

1. **District Authorization**

Before transporting students, you must be approved by the district as a volunteer driver.

2. **Vehicle Safety**

Ensure your vehicle is in safe operating condition before each trip. Check that the tires, brakes, lights, windshield wipers, mirrors, horn, and other safety equipment are functioning properly.

3. **Passenger Capacity**

Transport only the number of passengers for which your vehicle is designed and equipped with seat belts. Students may not ride in the cargo area of a pickup truck or any area not designed for passengers.

4. **Seat Belts and Child Passenger Safety**

Every passenger must wear a properly fastened seat belt or use an age- and size-appropriate child passenger restraint system (car seat or booster seat) as required by California law. The vehicle may not be operated until all passengers are properly restrained.

5. **No Smoking or Tobacco Use**

Smoking, vaping, or the use of any tobacco or nicotine product is prohibited while transporting students.

6. **Safe Driving Practices**

Obey all traffic laws and drive safely at all times. Do not use a handheld mobile phone or engage in any activity that distracts you from driving. Do not transport students if you are impaired in any way, including by alcohol, illegal drugs, medications that affect your ability to drive safely, illness, or fatigue. If you are unable to safely operate your vehicle for any reason, notify the supervising teacher, coach, or school administrator immediately so alternate transportation can be arranged.

7. **Travel Route**

Travel directly to and from the approved destination using the safest practical route. Avoid unnecessary stops unless required by an emergency or approved by school staff.

8. **Emergency Procedures**

In the event of an accident or emergency:

- Ensure the safety of all students.
- Call 911 if emergency assistance is needed.
- Notify the school or district contact as soon as it is safe to do so.
- Keep students together until school personnel or emergency responders provide further direction.

9. Student Roster

Before departing, obtain a current list of the students assigned to your vehicle from the supervising teacher, coach, or school representative. Verify that only the assigned students are transported.

10. Return Transportation

Return students to the designated school site or other district-approved location following the event, unless alternate arrangements have been authorized in advance by the site administrator or designee.

SPECIFIC FOR WILLOWS HIGH SCHOOL:

1. All students/athletes who traveled to the event/contest with you must also make the return trip back with you; **EXCEPTION:** “A student may be released from traveling in school provided transportation with the coach’s and **PRIOR written administrative and parent permission.** The coach will only release students to ride home with their own parents. If a special situation arises, the coach, in conjunction with the Administration’s approval, may make special arrangements.” (WHS Student Athletic Code, General Guidelines – Transportation #4, page 8)

Volunteer Driver Acknowledgment

I have read and understand the Volunteer Driver Protocol. I agree to comply with all district requirements and applicable California laws while transporting students for school-sponsored activities. I understand that failure to follow these requirements may result in the loss of my authorization to serve as a volunteer driver.

Volunteer Driver Signature

Date