



SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

BUILDINGS, GROUNDS & TRANSPORTATION

937 Southwood

San Luis Obispo, CA 93401-3062

(805) 596-4111 x4203

(805) 543-3537

ANNETTE SHARP

TRANSPORTATION SUPERVISOR

Dear Volunteer Driver,

This information packet provides the procedures to follow to ensure that all volunteers interested in driving students have been screened appropriately to provide for maximum safety for all students in San Luis Coastal Unified School District. "Drivers" are classified as Level 4 Volunteers, meaning they are not always supervised by a certificated employee and will be driving students. Level 4 Volunteers are required to have the following:

Volunteer Packet (for all volunteers):

Cover letter

Volunteer Q and A

Volunteer Code of Conduct

Volunteer Confidentiality Agreement

Additional Paperwork:

- Levels 2-4: Current tuberculosis (TB) clearance (i.e., within the past four (4) years)
- Levels 3-4: Fingerprint Clearance: Request for Livescan Service Form

Driver's Additional Requirements:

- Instructions for Transporting SLCUSD Students
- Driver Information Form
- Authorization for Release of Driver Record Information (DMV pull notice program)
- DMV H6 report
- Copy of the first page of driver's Automobile Insurance Policy Declaration
- Copy of the Driver's License

Please submit all the required paperwork to the school site. Once received, the approval process will typically take 5-10 work days to complete. We will call to notify you once all requirements have been met. We appreciate your interest in being a volunteer driver in our school district.

Very Sincerely,

Annie Sharp
Transportation Supervisor



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Instructions for Transporting San Luis Unified School District Students

All volunteer drivers must be at least 21 years of age, in good health demonstrating the ability to transport students, and complete SLCUSD's process for driving students and be cleared to drive.

- Provide proof of current automobile insurance (copy first page of policy declaration of coverage).
- Have in his/her immediate possession a valid California Driver's License when operating a vehicle (present to district employee, and a copy will be made and maintained at the Transportation Department along with the Driver Information form).
- Provide a DMV H6 report to the Personnel Department prior to transportation of students. (This is a one-time requirement; available from the California Department of Motor Vehicles for a one-time fee. Reports must be generated by the DMV; website copies will not be accepted.)
- Complete the DMV pull program authorization form provided so the District is notified of any actions against your California Driver's License.
- Driver may not have more than "1" point on their driving record with the California Department of Motor Vehicles. Exceptions may be made at the discretion of the Transportation Supervisor.
- All drivers and passengers shall wear seat belts in accordance with California Vehicle Code 27315.
- The number of passengers, including the driver, shall not exceed the number of permanently attached seats and seat belts. The number of passengers in any one vehicle shall not be more than ten (10) persons including the driver (California Education Code 39830).
- All passengers must travel in the passenger compartment of the vehicle. NO passengers may travel in the bed of pick-up trucks.
- Driver shall have full knowledge of current DMV rules and regulations (see California Driver's Handbook). California's "Basic Speed Law" states that you must never drive faster than is safe for the present road condition, regardless of the posted speed limit.
- Driver shall abstain from the use of alcohol and illegal drugs during the school event/activity, even during the times driver is not scheduled to drive.
- Driver shall follow any reasonable direction of the Administrator/Designees in charge of the school event/activity in matters such as departure time, itinerary and supervision of students.
- **Volunteer drivers are responsible and shall never transfer the driving to someone who has not submitted and been cleared to transport students by SLCUSD's Transportation Department.**

I have read and received a copy of these rules and regulations.

Print Name

Signature

Date



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TRANSPORTATION SUPERVISOR

Driver's Name _____
Last First Middle Initial

Volunteer Driver: *(use of private vehicle to transport SLCUSD students)*

Administrator/Designees/Teacher in Charge: _____

School Site/Department: _____

Name of Registered Owner of Vehicle: _____

Address: _____

Make of Car: _____ Year: _____ Seating Capacity: _____

License Plate Number: _____ Registration expires: _____

Insurance Company: _____ Policy Number: _____

Company Phone: _____ Policy Expiration Date: _____

Liability Limits on Policy: _____ *(Provide copy of first page of policy declaration of coverage)*

CDL No. _____ Class C _____ Class B w/P _____ Expiration Date _____

Signed and received copy of "Transporting Students in Vehicles Other than School Bus"

Date

DMV H6: _____ On File _____ Pull Notice _____ Applied for _____ On File

I have read and understand the "Rules and Regulations for Transporting San Luis Coastal Unified School District Students." I understand I will be placed on the DMV pull notice program.

Driver's Statement: *I certify that I have not been convicted of reckless driving or driving under the influence of drugs and/or alcohol in the past five years and that the information given above is true and correct. I understand that if an accident occurs, my personal automobile insurance coverage shall be the primary responsibility for any losses or claims of damage.*

Volunteer Driver's Signature _____ Date: _____

Contact Phone Number: _____

Transportation Dept Signature: _____ Date: _____



A Public Service Agency

EMPLOYER PULL NOTICE PROGRAM
AUTHORIZATION FOR
RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number, _____,
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving
record, to my employer, San Luis Coastal Unif. Sch. Dist. & San Luis Obispo County Office of Ed
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at
least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension,
revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY	COUNTY	STATE
	San Luis Obispo	CA
DATE	SIGNATURE OF EMPLOYEE	
	X	

I, _____, of _____,
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of
this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am
requesting driver record information on the above individual to verify the information as provided by said individual. This
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information
relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any
unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal
Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five
thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I
understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to
CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY	COUNTY	STATE
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE	
	X	

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website
at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

DO NOT RETURN THIS FORM TO DMV.