

HSD Field Trip Authorized Driver Instructions

Must complete and submit the Hollister School District Authorized Driver Form Field Trip by Private Vehicle, provide a copy of driver's license and copy of vehicle insurance, a DMV Driver Records Request (DRR print out at least 2 weeks in advance of the Field Trip date). Please note that the DRR is valid for 60 days.

DMV Driver Records Request Instructions:

1. Be prepared to create an ID and a Password and pay with a credit card (note: other payment options are available, see website). The fee is \$2.00.
2. Go to:
<https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome>
3. By selecting the "Start" button, you will be directed to the Login page. After you enter your User ID and Password, you will have access to the Vehicle Record Request application.
4. Follow the Instructions. For assistance with technical issues while using the online services, you may reach them by telephone at 1-877-563-5213. The Online Technical Support Call Center business hours are: Monday, Tuesday, Thursday, Friday 8 am to 5 pm, Pacific time and Wednesday 9 am to 5 pm, Pacific time.

**HOLLISTER SCHOOL DISTRICT
 AUTHORIZED DRIVER FORM
 FIELD TRIP BY PRIVATE VEHICLE**

Field Trip destination: _____ Grade: _____

Dear Parent/Volunteer

The following information is required if you will be available to assist in transporting students on field trips. Please fill out and sign this form and return to the school office.

Driver's Name:	
Insurance Company:	
Expiration Date:	Policy #
California Driver's License #: (attach copy)	Expiration Date:
Mobile Phone # () Required for emergency contact and MUST be with you during field trip.	

- Insurance Minimum Requirements (Attach Copy)**
 I carry at least the minimum Bodily Injury/Property Damage liability insurance required in California. I understand that whenever I use my private vehicle to provide transportation for District-sponsored events:

 - The District **DOES NOT PROVIDE** collision insurance for my private vehicle.
 - The District **DOES** provide secondary public liability insurance for property damage and bodily injury for my private vehicle. If a loss should occur, my insurance policy will be "PRIMARY" and the District's will be "SECONDARY".
- Motor Vehicle Record- (Attach Copy)**
 Provide a recent (within two weeks) MVR. This can be obtained through the DMV website.
- Number of Passengers**
 The number of passengers to be transported in a private vehicle will not exceed the number of seat belts available for their use. The driver must insure that each passenger has fastened his/her seat belt before placing the vehicle in motion. Also, the number of passengers being transported must not be so great as to interfere with the drivers' ability to operate the vehicle safely. *Passengers under 8 years of age or under 4'9" must be in appropriate car seats and shoulder straps.*

By signing below I certify that all information in the MVR (Motor Vehicle Record) is correct and there have been no recent citations or accidents that are not reported. I certify that my vehicle is now and will be in good mechanical condition whenever it is used to provide transportation and I will abide by all traffic laws and operate vehicle in a safe manor. There will be no financial charges to the District or to the students for pupil transportation provided by private vehicle. I have read and understand the above terms and agree to abide by them whenever I provide student transportation for District-sponsored events.

Date:	Parent/ Volunteer Signature:
Student's Name:	Teacher:

Principal/Site Administrator Use:

<input type="checkbox"/> Megan's Law	<input type="checkbox"/> Insurance Minimum Requirements
<input type="checkbox"/> Motor Vehicle Record	Principal/Site Administrator Signature/Date