

**Burlingame School District  
PERSONAL VEHICLE USE FORM**

**Student Name** \_\_\_\_\_

Driver Name \_\_\_\_\_ Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

Driver's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Year/Make of Auto \_\_\_\_\_ Vehicle License # \_\_\_\_\_

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

Liability Limits \_\_\_\_\_ Policy # \_\_\_\_\_

**(at least \$100,000 per person and \$300,000 per accident liability, \$100,000 property damage per accident)**

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

I certify that the above information is correct, that the insurance coverage is in force and that my driving records warrant that I am a good and responsible driver. I understand that if performing work for the School District 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 District, in writing, of any changes in the above information. I certify that the above vehicle is mechanically safe.

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

Site \_\_\_\_\_

Purpose \_\_\_\_\_

Authorized Site Approval \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

District Office Approval (if applicable)

**Note 1:** If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

All persons driving on District business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-District personnel or students or guests as passengers; (4) ensure that all vehicle occupants use seat belts.

**Note 2:** Please attach a photocopy of the following (1) Declarations Page presently being provided by your automobile insurance company that indicates expiration date of insurance and (2) driver's license. District Administration may obtain employee driving record checks from the California Department of Motor Vehicles that are a matter of public record.