



DRIVER CHECKLIST

Forms Required for Approving Drivers:

- Student Transportation Form** – Must be signed by a school administrator
- Copy of current vehicle registration** –Vehicle must be registered to the driver, or to the driver's spouse. This is NOT necessary if driving a district vehicle or rental.
- Copy of valid driver's license**
- Proof of insurance coverage** – Driver must hold minimum liability limits of \$100,000 per person/\$300,000 per accident, or \$300,000 combined single limit

Please submit all of the above forms to the **school site** at least two weeks prior to using the vehicle for school business.

If you have any questions about the driving requirements contact the Santa Barbara Unified School District's Business Office at 963-4338 x 6222.

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance (with minimum liability limits of \$100,000 per person/\$300,000 per accident, or \$300,000 combined single limit).
2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
6. Obey all traffic laws.
7. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all students together and call 911 and your school site contact.