



# ANNUAL VEHICLE USE AUTHORIZATION FORM

**THIS FORM MUST BE COMPLETED ON AN ANNUAL BASIS BY ANY CIUSD EMPLOYEE, OR DISTRICT APPROVED COACH THAT INTENDS TO USE A DISTRICT OWNED VEHICLE TO TRANSPORT STUDENTS TO SCHOOL SPONSORED EVENTS & ACTIVITIES.**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SITE: CES  CHS  CSHS  PHS  DO  JOB TITLE: COACH  TEACHER  ADMIN  OTHER  \_\_\_\_\_

Please Provide the Following Along with this Completed Form:

- (1) A color photocopy of your Driver's License OR Your Driver's License for copying
- (2) Completed form INF 1101 Pull Notice
- (3) California DMV Driving Record

Individuals requesting vehicle(s) must read the following information and sign on the lines below. By signing, you hereby agree to the following term and conditions. NO exceptions will be made.

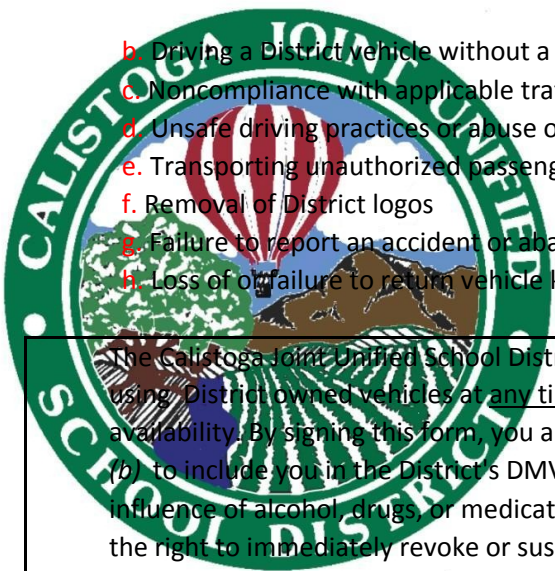
- 1 Under no circumstances will the vehicle be used for personal use of any kind
- 2 Students will be loaded and dropped off at the front of the school site (not the maintenance yard, District Office, etc.)
- 3 All students and driver will use seat belts. Departure is forbidden until it has been confirmed that each student is utilizing their seat belt.
- 4 Passengers may not exceed the vehicle limit indicated by the number of safety restraints (7 passengers maximum)
- 5 All speed limits and driving regulations will be observed.
- 6 At no time will students be left in the vehicle unattended.
- 7 Vehicle doors will remain locked when unoccupied.
- 8 No food or drink, exclusive of water, will be consumed in the vehicle.
- 9 Vehicle will be returned in the same condition as received (i.e. removal of trash, equipment, gear, etc).
- 10 District will be responsible for refueling of vehicles, unless distance of travel requires refueling during the trip.  
In such circumstances, ALL District protocols must be followed for reimbursement to be issued
  - Information requested for the creation of a requisition is provided
  - Reimbursement request form is completed
  - Original itemized receipts are provided
  - Any other documentation deemed necessary to issue reimbursement is provided at District's request
- 11 All forms provided in vehicle at issuance will be completed upon return of the vehicle, including, but not limited to:
  - Van Use Cleanliness & Safety Checklist
  - A roster will be completed indicating which students were present
- 12 A "Vehicle Use Request" Form will be completed at least one week in advance of every trip requested.
- 13 The Maintenance, Facilities, & Operations Department will be notified immediately if there's a cancellation.
- 14 Any ticketed traffic violations will be reported to the authorizing administrator of the District Office within 24 hours (see back or following page for contact information)
- 15 Vehicle keys will be returned at the drop and time indicated on the "Vehicle Use Request" Form
- 16 Maintenance, Operations, & Facilities Department will complete a thorough review of all vehicles once returned.
- 17 District recommends removing all personal items while vehicle is unoccupied and will NOT be responsible for the loss or theft of such items.
- 18 If the vehicle and / or keys are NOT returned by the date and time indicated, they will be reported to the local authorities as stolen.

***In the event of an accident or emergency please call 9-1-1.***

***(Regardless of the severity of an accident, call 9-1-1 so a police report can be filed)***

You may be subject to disciplinary action, and may be liable to the District for costs resulting from any misuse of a District-owned vehicle. Examples of infractions that could potentially lead to such action include, but are not limited to:

- a. Using a District-owned vehicle for other than official District business



- b. Driving a District vehicle without a valid Driver's License and/or a suspended license
- c. Noncompliance with applicable traffic laws
- d. Unsafe driving practices or abuse of the vehicle
- e. Transporting unauthorized passengers such as non-District employees or students
- f. Removal of District logos
- g. Failure to report an accident or abandoning the scene of an accident
- h. Loss of or failure to return vehicle keys (You will be liable for the total cost of any necessary rekeying of vehicle and replacement keys)

The Calistoga Joint Unified School District maintains the right and discretion to revoke or suspend the privilege of using District owned vehicles at any time. Approval of this form does NOT indicate a guarantee of vehicle use or availability. By signing this form, you authorize the District at any time to (a) obtain your driver record history and (b) to include you in the District's DMV pull notice program. If the District believes that you might be under the influence of alcohol, drugs, or medication impairing your ability to safely operate a vehicle, the District reserves the right to immediately revoke or suspend this authorization and/or require you to submit to drug or alcohol testing. Refusal to participate in such testing will result in the immediate revocation of this authorization.

\_\_\_\_\_  
Signature of Requestor \_\_\_\_\_  
Date

I will not operate a District owned vehicle used to transport students under any circumstance while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind (such distractions include the use of cell phones and electronic devices). I will comply at all times with California Law and District policy regarding proper operation of the vehicle, including compliance with all speed limits and posted signs and placards. I will also comply with District instructions regarding routes, parking locations, and safety or security directions. I acknowledge I am responsible for paying any fines or other penalties that result from traffic and parking violations or citations while utilizing a District vehicle.

\_\_\_\_\_  
Signature of Requestor \_\_\_\_\_  
Date

*Official District Use Only*

\_\_\_\_\_  
Signature of Athletic Director (athletic events only) \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director Facilities, Maintenance, & Operations \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director Business Services \_\_\_\_\_  
Date

**To report an accident, traffic violation, or emergency, please contact:** *ORIGINAL: M & O*    *COPY/SCANNED: BUSINESS*  
***In the event of an accident or emergency please immediately call 9-1-1.***  
***(Regardless of the severity of an accident, call 9-1-1 so a police report can be filed)***

Jenna Burrows, Director of Business Services  
jburrows@calistogaschools.org

Chris Ochs, Director of Facilities, Maintenance, & Operations  
cochs@calistogaschools.org

Karen Yoder, Athletic Director  
kyoder@calistogajusd.org  
(athletic events only)

CC: Pati Ortega, Executive Assistance to Business Services  
business@calistogaschools.org

**DRIVING CITATIONS & VIOLATIONS**

Please Check ALL of the Following You have Been Cited For:

**DWI / DUI**   
(CVC 23152, 23153)

**Reckless Driving**   
(CVC 23103, 23104)

**Speed Over 100 MPH**   
(CVC 22348 (b))

**Please describe any citations or violations that appear on your driving record (i.e. if you have a speeding violation, describe the situation such as how many MPH in excess of the speed limit).**

(1)

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Did This Incident Occur In the Past 24 Months?  YES  NO

(2)

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Did This Incident Occur In the Past 24 Months?  YES  NO

(3)

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Did This Incident Occur In the Past 24 Months?  YES  NO