



"Every child, every chance, every day."

Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101 Phone 805-963-4338, TDD 805-966-7734, Fax 805-963-1916
www.sbunified.org

STUDENT TRANSPORTATION CHECKLIST

Forms Required to Process:

- Student Transportation Form** – Must be signed by a school administrator
- Copy of vehicle registration** – Vehicle needs to be registered to person driving. NOT necessary if driving a district vehicle.
- Copy of valid driver's license**
- Copy of insurance coverage** – *Note: An insurance ID card is not acceptable, **unless driving a district vehicle**.* A current copy of the declarations page of the auto insurance policy indicating minimum liability limits of \$100,000 per person/\$300,000 per accident, or \$300,000 Combined Single Limit, and listing the vehicle being used for school business is required. Policy period must be included.

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

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

The student transportation form and accompanying documentation can be:

- given to the cross country coach
- or
- left for Debbie Dulawan (the Athletic Director's assistant) at the school office.

Parents who wish to be able to drive school vans must also have a background check and TB test. This has to be done through the school district and can be arranged by the cross country coach.



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STUDENT TRANSPORTATION FORM

I will be driving (please check one): District Vehicle Personal Vehicle

School Name: _____ For School Year: _____

Student Name: _____ Student Activity: _____

NOTE: 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 Santa Barbara Unified School District's liability policy would be used only after your policy limits have been exceeded. The district does not cover, nor are they responsible for comprehensive and collision coverage to your vehicle.

Name: _____ Phone: _____

Driver's License No.: _____ Exp. Date: _____

Insurance Carrier/Agent: _____ Policy No.: _____

Insurance Exp. Date: _____ Liability Limits: _____

Vehicle License No.: _____ Vehicle Registration Exp Date: _____

Year/Make of Auto: _____ Driving Restrictions: _____

I certify that the above information is correct. I understand that I must have liability insurance coverage in force as required by the Santa Barbara Unified School District (\$100,000 per person/\$300,000 per accident) and agree to advise the district, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

The Santa Barbara Unified School District requires that the following conditions be observed while transporting students (Section 545 Vehicle Code): (1) Not more than nine students can be transported, regardless of the size of the vehicle; (2) all students must be seated in seats which are part of or permanently affixed to the vehicle; (3) all students must wear individual seat belts; (4) children must ride in either a car seat or booster seat until the age of eight, or until they reach a height of 4 feet 9 inches; (5) no more than two handicapped students who are confined to wheelchairs may be transported in a nine-passenger vehicle.

I have read the district's requirements listed above and agree to abide by them.

Driver Signature: _____ Date: _____

Note: Please attach a photocopy of the following: (1) "Proof of Insurance" form presently being provided by your automobile insurance company that indicates liability limits and expiration date of insurance (2) driver's license and (3) vehicle registration form

****If you are driving a district vehicle an insurance card is acceptable****

I have read the above and approve the use of this vehicle for transporting students to a school sponsored event:

Campus Administrator _____ Date: _____

Business Office Approval: _____ Date: _____

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The Santa Barbara Unified School District does not discriminate in employment against properly qualified and eligible individuals by reason of their actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.