

**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
SIERRA COUNTY OFFICE OF EDUCATION**

P O Box 157 * 305 S Lincoln Street * Sierraville, CA 96126
530 994-1044 * fax 530 994-1045

Website: www.sierracountyofficeofeducation.org

PUPIL TRANSPORTATION

Employee, Parent/Guardian, Volunteer (including Walk-on Coaches)

A school employee, parent/guardian, or volunteer who desires to drive a personal vehicle for a school related activity, must *in advance*, submit the following:

- Request and receive written authorization from the Site Administrator
- Review and understand S-PJUSD Administrative Regulation Policy No. AR3541.1(a)(b)
- Complete and submit a School Driver Registration Form Policy No. AR3541.1(E1 & E2) (form attached)
- Secure a Motor Vehicle Record from the Department of Motor Vehicles (form attached, DMV fee is \$5.00) or online www.dmv.ca.gov/online/dr/welcome.htm
- Submit a copy of your current California Driver's License to District
- Submit a copy of a current car insurance liability policy to District with minimum limits of liability of \$300,000
- Site Administrator or designee responsible for *Parental Approval of Other Than District Transportation* forms signed by parent/guardian (form attached)
- Employee, Parent/Guardian, Volunteer (including Walk-on Coaches) who transport students in private owned vehicles for a school activity, must be advised that their personnel vehicle liability insurance is primary coverage in the event of an automobile accident
- Proof of clear Tuberculin (TB) test every four years

++ A school employee or walk-on coach who is authorized by a Site Administrator to drive a District/County owned vehicle for a school related activity, must submit to the above set policies and rules.

Attachments:

AR 3541.1 Transportation for School Related Trips

AR 3541 (E1 & E2) Transportation for School Related Trips Registration Form

Parental Approval of Other Than District Transportation

DMV Request for Driver License Record available on the California DMV website