



EL CAMINO COLLEGE – OFFICE OF STUDENT DEVELOPMENT
PERSONAL VEHICLE USE FORM
 FOR STUDENT ORGANIZATIONS ACTIVITIES OR EXCURSIONS

- DIRECTIONS:**
- ➊ Each driver using a personal vehicle on a student activity or excursion completes this form prior to the date of the approved activity or excursion departure date.
 - ➋ A copy of "proof of insurance" card must be attached to this form when submitted.
 - ➌ Return the completed form to the Student Development Office with enough time for approvals to be obtained (1 week prior to activity or departure date of excursion).
 - ➍ After approval review, the Student Development Office will return this form to the organization.

TODAY'S DATE: _____

NAME OF STUDENT ORGANIZATION: _____

ACTIVITY/EXCURSION DATE(S): _____

LOCATION OF ACTIVITY/EXCURSION: _____

PRINT NAME OF DRIVER: _____

Phone #: _____ Email Address: _____

Date of Birth: _____ Driver's License Number: _____

Year/Make/Model of Vehicle: _____ License Plate #: _____

Insurance Carrier: _____ Insurance Carrier Phone #: _____

Liability Limits: _____ Policy #: _____ Exp. Date: _____

I certify that the above information is correct and that the insurance coverage is in force. I understand that while driving my personal vehicle for a Student Organization Activity or Excursion that I must have liability insurance coverage and a valid driver's license as required by the State of California. I agree to advise the college, in writing, of any changes in the above information prior to the activity/excursion. I further certify that the above vehicle is mechanically safe.

NOTE: If you drive your personal automobile while on college business and you are involved in an accident, by law your liability insurance policy is used first. The college liability coverage would be used only after your limits have been exceeded. The college does not provide comprehensive or collision coverage to your vehicle.

All persons driving on a Student Organization Activity or Excursion will: (1) be safe driver approved by the Campus Police Department which includes a driving record check from the California Department of Motor Vehicles; (2) follow the most direct route to and from the activity/excursion; (3) avoid unnecessary stops; (4) transport only authorized persons, no guests; (5) stay in caravan if more than one vehicle is traveling to the same location on the same day; (6) transport no more than 9 students, no matter what size of vehicle; and (6) ensure that all vehicle occupants use seat belts if available in the vehicle.

Attach a photocopy of the "proof of insurance" card provided by your automobile insurance company that indicates expiration date of insurance.

DRIVER SIGNATURE: _____ DATE: _____

APPROVAL: Personal Vehicle Use APPROVED Personal Vehicle Use NOT APPROVED

Director of Student Development: (signature): _____ Date: _____

THIS SECTION FOR STUDENT DEVELOPMENT OFFICE USE ONLY.

- CDR/Excursion approved? Yes No
 VP-SCA approved? Yes No
 Safe Driver approved? Yes No
 Proof of Insurance attached? Yes No

- Copy Distribution: Original - Student Development Office
 Campus Police
 Student Organization Adviser
 Student Organization Mailbox