

**USE OF PERSONAL VEHICLE
FOR SCHOOL BUSINESS AUTHORIZATION**

As per employee job descriptions and Administrative Policies and Regulations, employees of the Kern County Superintendent of Schools Office must provide the following information if employed in a position which necessitates the use of a personal vehicle to conduct official duties.

An employee who uses a personal vehicle in the course of official duties shall possess a valid California driver's license and maintain in force valid automobile insurance with at least minimum limits for public liability and property damage.

California's Compulsory Financial Responsibility Law requires every driver and owner of a motor vehicle to maintain financial responsibility. There are four forms of financial responsibility:

- Coverage by a motor vehicle or automobile liability insurance policy
- A deposit of \$35,000 with the Department of Motor Vehicles
- A surety bond for \$35,000 obtained from a company licensed to do business in California
- Department of Motor Vehicles approved self-insurance

An employee who operates a personal vehicle in violation of the above insurance requirements will be subject to disciplinary actions by the Kern County Superintendent of Schools Office.

Employee Name (*please print*): _____

Program: _____

Supervisor's Name: _____

Position: _____

CDL#: _____ Expiration Date: _____

Insurance Company: _____

Policy Number: _____ Expiration Date: _____

California State law requires a motorist operating a vehicle to maintain that vehicle in safe operating condition.

Employee Signature: _____ Date: _____

Any falsification of information may result in disciplinary action.

RETURN TO HUMAN RESOURCES