MENLO COLLEGE EMPLOYEE & VOLUNTEER DRIVER GUIDELINES

1. Whenever possible, Menlo College-owned or rental vehicles should be used to transport program participants. Any losses from these vehicles go against Menlo College’s insurance.

2. Keep in mind that "insurance follows the vehicle." The insurance coverage on the vehicle applies first; other insurance is excess of that.

3. Only authorized drivers can drive Menlo College vehicles. Menlo College should maintain an authorized drivers list that shows which employee/volunteer has been cleared to drive. Menlo College secures approval from our insurance representatives using the Motor Vehicle Record (MVR) to make sure a person has an acceptable driving record.

   Employees/volunteers who drive program participants need to:
   - Be at least 21 years of age
   - Possess a valid California driver’s license
   - Have a motor vehicle record that's been approved by Menlo College

4. Employees/volunteers who use their own cars to transport program participants need to:
   - Be at least 21 years of age
   - Possess a valid California driver’s license
   - Have a motor vehicle record that's been approved by Menlo College
   - Maintain insurance on their car with liability limits of at least $100,000 per occurrence
   - Provide Menlo College with a copy of their auto insurance ID card
   - Keep a copy of their auto insurance ID card in their glove compartment at all times
   - Provide a seat belt for every passenger

   If a loss occurs, the claim will go against the driver's personal auto insurance policy first. Menlo College’s insurance will come in on an excess basis, once the limits are exhausted on the driver's policy.

5. When Menlo College uses rented vans/cars, Menlo College’s insurance policy will cover them. Again, any driver must be authorized, just as if Menlo College owned the vehicle.

6. Chartering buses is the ideal situation for long trips/large group transportation. In that instance, the charter company will be responsible for the insurance and driver authorization. Please be sure to obtain a certificate of insurance that names Menlo College as an “Additional Insured” from the charter company.
EMPLOYEE/VOLUNTEER DRIVER AUTHORIZATION

To protect the safety of participants and Menlo College, all staff and volunteer drivers who transport participants in their own vehicles must comply with these requirements:

- Be at least 21 years of age
- Possess a valid California driver’s license
- Have a motor vehicle record that’s been approved by Menlo College
- Maintain insurance on their car with liability limits of at least $100,000 per occurrence
- Provide Menlo College with a copy of their auto insurance ID card*
- Keep a copy of their auto insurance ID card in their glove compartment at all times
- Provide a seat belt for every passenger

I agree to follow the above procedures and drive my car in accordance with the vehicle laws of California.

*I will give Menlo College a copy of my Auto Insurance ID card whenever I receive a new one.

_________________________________________  _____________
Signature                                      Date

______________________________  __________________________  __________________________
Name                                      Drivers License Number  Phone Number

ATTACH Auto Insurance ID Card to this form, please!