



ASCIP *RISK ALERT!*

Date: May 1, 2000

Attention: ASCIP Members

Subject: (1) **Proof of Insurance for School District Vehicles**
(2) **Private Vehicles Driven on School Business**
(3) **Driving in Foreign Countries**

All operators of motor vehicles in California are required to carry proof of insurance or financial responsibility in their vehicle at all times. Public agencies (including schools) operating owned or leased/rented motor vehicles need only show the vehicle registration or a lease/rental agreement document as proof of insurance/financial responsibility as required by CVC Section 16020. Although ASCIP provides glove box accident reporting kits for each insured vehicle containing a reference to this vehicle code section, staff has received periodic reports that local law enforcement officers have at times refused to acknowledge these Vehicle Code provisions and have issued citations for failure to provide valid proof of insurance.

ASCIP staff recently contacted the California Highway Patrol and discussed this issue with their Commercial Vehicle section. The CHP agreed with ASCIP's reading of the Vehicle Code and, at our request, has published a statewide Information Bulletin clearly stating how school owned or operated vehicles may show proof of insurance/financial responsibility. Please find a copy of the referenced CHP Bulletin attached. A copy of this Bulletin will now be included in each ASCIP accident reporting kit. ASCIP should be advised if local law enforcement officers continue to issue citations for failure to provide valid proof of insurance/financial responsibility in a school owned or operated motor vehicle.

All motor vehicles owned or operated by ASCIP member educational agencies are insured under ASCIP's broad Memorandum Of Coverage (MOC). Employees and volunteers driving their personal vehicles on school business and in the course and scope of their employment should understand that their personal auto insurance coverage is primary, as required by California law, and that ASCIP's coverage is secondary should an accident occur. When employees or volunteers drive their own vehicles on school business, they are required to carry a current insurance card from their auto insurer or similar proof of financial responsibility at all times.

ASCIP members should also be aware that although the ASCIP MOC covers owned or leased motor vehicles anywhere in the world, some countries (such as Mexico) do not recognize ASCIP's auto coverage or other American-produced commercial insurance. If a motor vehicle is to be operated outside the United States, ASCIP members should first ensure that they have the appropriate coverage which may include an insurance policy from a producer located in the country in which the vehicle will be operated.

Related Risk Alerts:

[15 Passenger Vans](#)

Related Information Bulletin:

[Pupil Transportation Contracted by Private Party](#)

Reviewed July, 2006