



## Authorization to use Privately Owned Vehicles on School Business

### I. Driver Information

Driver's Name	Purpose	
Driver's Address	Phone	
Vehicle Description	Student Name	Relationship to Student

### II. Certification

In accordance with school policy, approval is requested to use a privately owned automobile on official school business.

1. I certify that my privately owned vehicle, while in use for school purposes, will always be:
  - a. Covered by liability insurance for the minimum amount prescribed by law.
  - b. Equipped with one fully functional seat belt for every passenger
  - c. To the best of my knowledge, in safe mechanical condition and adequate for passenger transportation and/or work performed.
2. I further certify that while using a privately owned vehicle on official school business, all motor vehicle laws will be obeyed, including all passengers' use of seatbelts and use of booster seats for any child who requires it.
3. I further certify that I am at least 21 years old and that I possess a valid driver's license.

License Number	Date of Birth	Expiration Date
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4. I further certify that I have not been convicted of Driving Under the Influence, Driving While Impaired or Reckless Driving in the past 5 years.

Individual's Signature	Date
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### III. Proof of Insurance

For student trips made in private vehicles, the owner must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000; minimum property damage of \$50,000; and minimum medical coverage of \$5,000. Proof of current license and insurance will be required.

Insurance Company	Policy No.	Expiration Date
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### IV. Approval

LiveScan Fingerprinting	ATI Number:
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Administrator's Approval	Date
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*Instructions: Submit this form along with a copy of your driver's license and insurance information at least one week prior to the field trip.*