



PRIVATE VEHICLE INFORMATION

This form must be completed in its entirety and on file at the school/site at least five days prior to departure.

School Name _____

School-Related Activity/Field Trip _____

Date of Activity/Field Trip _____ Sponsor _____

Name of Driver (**must be 21 years of age or older**) _____

Names of students who will be transported in this private vehicle:

Vehicles used to transport students on school-sponsored activities, including privately-owned vehicles, shall meet federal safety standards for passenger cars or school buses. State Board of Education Rules prohibit the use of multi-purpose vehicles, including vans, mini-vans, pick-up trucks and four-wheel drive vehicles, which do not meet the federal safety standards for passenger cars or school buses to transport students on school-sponsored activities.

Motor vehicles with a gross vehicle weight (GVW) of 10,000 pounds or less must provide seatbelts for each occupant.

Each vehicle must be occupied by eight or fewer passengers with each having a seatbelt securely fastened at all times the vehicle is in operation.

School Board Policy and Procedure Requirements

Prior to school-related activity/field trip, drivers will provide a certificate of liability (copy of insurance policy) to the school principal or designee which clearly indicates the group(s) liability coverage with minimum limit of \$25,000/\$50,000 for any claim or occurrence.

Make of vehicle _____ **Model of vehicle** _____

Year of vehicle _____

Attached is the required copy of my driver’s license and insurance policy. I am providing this transportation on a voluntary basis, and recognize that I will receive no compensation for the service, nor will I be covered by any of the school district’s liability programs. I understand that should an accident occur, any claims riders may have will be submitted on my insurance.

Signature of Driver

Date