Form 3 (Rev. 8/31/16)

PRIVATE VEHICLE TRANSPORTATION CERTIFICATION FORM

Reference: School Board Policy 6-56

Name of Driver

Driver’s License Number State

Address Phone Number

Insurance Company Name Policy Number

In order to transport students in a privately owned vehicle, all non-school division employees must certify that they comply with and understand the general requirements listed below:

1. No student, parent, or volunteer who has been convicted of two or more traffic violations within the preceding 12 months, has two or more unresolved moving violations within the preceding 12 months, or has one conviction and one or more unresolved traffic violation(s) within the preceding 12 months, shall drive students on a field trip or to a school-related event.
2. No student, parent, or volunteer who has been convicted of driving under the influence of drugs or alcohol within the preceding five (5) years or who has a driving under the influence of drugs or alcohol charge pending, shall drive students on a field trip or to a school-related event.
3. The coach, activity sponsor, or building principal shall require any person driving students in a private vehicle to display a valid driver’s license, parent permission slip, and to sign a written statement, on a school administration-approved form, that such driver does not have convictions or any pending charge(s) which violate the provisions of paragraphs 1 and/or 2, and further agreeing to provide a DMV abstract in response to a request by school administration, prior to such coach, sponsor, or building principal authorizing such driver to transport students. No driver who refuses to provide a DMV abstract upon the request of school administration shall be permitted to drive students on a field trip or to a school-related event.
4. Parents or non-school division personnel approved for driving for field trips will be required to furnish copies of certificates of insurance showing minimum combined liability limits per person, per accident of $100,000 and a copy of a valid driver’s license which shall be kept on file by the school.
5. The School Board’s current insurance carrier has advised that its policy would not cover liability claims brought against drivers who are not employees of the School Board. Therefore, the School Board insurance policy will not protect drivers from liability claims of passengers or third parties, will not provide such drivers with medical pay insurance, and will not protect against uninsured motorists. Consequently, in emergency situations, such as the unavailability of a bus or insufficient seating in an employee’s vehicle, non-division personnel who transport students to school-related activities or events do so voluntarily and at their own risk. Such drivers shall comply with the minimum liability insurance requirements set forth in paragraph 4.

I certify that I comply and understand the general requirements specified to drive my privately owned vehicle to transport students to a field trip or school-related event(s). I also certify that the above information is correct and current.

Name/Printed Signature Date