

REQUEST FOR AUTHORIZATION TO USE  
PRIVATE VEHICLES TO TRANSPORT STUDENTS

District employees only, does not apply to volunteers

Upon reading the School Board Policy, "Use of private vehicles to transport students or on school business" and its implementing guidelines, I declare that I am in compliance with all conditions stated and on that basis and those conditions request permission to transport students in my private vehicle. I understand this permission allows me to transport no more students in my vehicle than the available seat belts.

**PLEASE PRINT:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_  
(Attach copy of license)

Vehicle Information:

License Number: \_\_\_\_\_ Make/Model/Year: \_\_\_\_\_

Vehicle Inspection: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Insurance Information: (Attach Certificate of Insurance)

\_\_\_\_\_  
Applicant's Signature Date

The above-named person is in compliance with Board Policy, "Use of private vehicles to transport students or on school business" and its implementing guidelines. I authorize this person to transport students in the above-identified private vehicles.

\_\_\_\_\_  
District Administrator or his/her Designee Signature Date