



AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE FOR TRANSPORTATION OF STUDENTS, VOLUNTEERS OR NON-EMPLOYEES

The use of a privately owned vehicle for the transportation of students and/or volunteers is a personal choice. Please understand that the vehicle owner's personal automobile insurance will provide coverage for any accidents that occur, even when driving on official school business.

Before transporting students or volunteers in your personal vehicle complete the following information and obtain administrator approval before submitting to the Risk Management Department. **Submit this form along with a copy of the policy declaration page** from your personal auto insurance policy; this is not the ID card that you carry in your vehicle. The policy declaration shows the policy limits, expiration dates, vehicle and driver information. The policy must be in effect on the expected date of travel and must carry liability limits of at least \$300,000 single limit or \$100,000/\$300,000/\$25,000 combined limit.

****** In addition, the employee must sign a release which will allow the Risk Management Department to run a motor vehicle records check on the employee (Per APS code: EEAG). This form must be received and approved by the district risk management department before the staff member transports students in their personal automobile.

Driver name	Site	Purpose
Driver address	Phone	Job title
Date(s) driving	# of Passengers	Vehicle
Co Driver's License #	Date of birth	Expiration
Insurance Co	Policy #	Expiration

By signing below I certify that whenever I transport others in a privately owned vehicle on school district business, the vehicle will be:

- a. covered by liability with the limits above, (\$300,000 single limit or \$100,000/\$300,000/\$25,000 combined limit);
- b. equipped with one seat belt for each passenger and child safety seats when required for any passengers;
- c. to the best of my knowledge, in safe mechanical condition and adequate for passenger transportation and/or work to be performed.

I further certify that:

- d. while using this vehicle on school business, all motor vehicle laws will be obeyed, including all passengers' use of seat belts. Any traffic accidents, no matter how minor, will be reported immediately to Risk Management at (303) 365-7816.
- e. I am at least 21 years old, and I possess a valid Colorado Driver's License as listed above and that I have not been convicted of Driving under the Influence, Driving While Impaired, or Reckless Driving in the past five years.

This form expires June 30 of the current school year and should be submitted annually.

Signature

Date

Administrator Signature, recommending the use of privately owned vehicle
for school business

Date

Risk Management Approval

Date

A copy of the approved form will be returned to your site administrator.

Revised 3/5/19