

PERSONAL VEHICLE CHECKLIST

Although the district discourages the use of private vehicles to transport students, we understand that at times it is necessary to do so. We must be advised when such a plan of transportation is to take place. To assist us in managing this process, please answer the following questions before transporting students in your private vehicle.

Where are you going?

What date(s) are you planning to transport students?

What is the reason you are providing transportation?

How many students are you planning to transport?

What is the make, model and passenger capacity of the vehicle you will be using to transport?

Make _____

Model _____

Passenger Capacity _____

Does your vehicle have a current valid inspection sticker? Yes _____ No _____

Does your vehicle have a current valid registration plate? Yes _____ No _____

Is your vehicle insured? Yes _____ No _____

If yes, what is the liability you carry? \$
(\$100,000 minimum required)

Do you currently hold a valid driver's license? Yes _____ No _____

Driver's License # _____ State _____

Is your privilege to drive currently under suspension? Yes _____ No _____

Have you obtained parental permission slips from all students you are planning to transport? Yes _____ No _____

****Students may not be transported without prior parental permission.**

Signature of Private vehicle Operator _____

Printed Name of Private Vehicle Owner _____

Signature of Approving Administrator _____

Signature of Business Manager _____

Revised: 11/10/10