

### Form for Drivers of Private Vehicles

When private vehicles are used for transporting students to school-sponsored activities:

- 1. District staff and/or other adults transporting students to school-sponsored activities must provide to the building principal evidence of valid, in-force automobile insurance coverage. This evidence will consist of the certificate of insurance issued by a Colorado company or a company licensed to operate in Colorado, or a copy of the declarations page of the insurance policy. In the event of an accident, the driver will report the accident to the insurer of the vehicle and to the district.
- 2. The driver must be a properly licensed adult (at least 21 years of age).
- 3. Drivers planning trips beyond 100 air miles, or out of state, must submit their motor vehicle record (MVR) to the director of transportation services or designee for approval, at least seven days prior to the scheduled trip.
- 4. The following will not be allowed for student transportation: vans with a capacity of 12 or more passengers; motorcycles; motor homes; recreational vehicles; and convertibles.
- 5. The driver must limit the number of passengers to the number of functioning seat belts.

The driver must fill out the following information for **each** trip and keep on file at the school office.

_____	*	_____	_____
Name of driver <i>[print]</i>	*	School driving for	Date of trip
_____	*	_____	
Street Address	*	Destination	
_____	*	_____	
City/State/Zip	*	Activity	
_____	*	_____	
Telephone	*	School Official Requesting Transportation for this Trip	

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_____	*	All information contained hereon is true to the	
	*	best of my knowledge	
_____	*	_____	
Make and Year of Vehicle	*	Signature of Driver	
_____	*	_____	_____
Insurance Company	*	Signature of School Principal	Date
_____	*	Request for above trip:	
Policy Number	*	_____	
Expiration Date	*	_____	
_____	*	Approved	
Limit of Liability	*	Not Approved	

\*To be completed in duplicate—one copy for driver and one copy for principal's file.

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St. Vrain Valley School District RE-1J, Longmont, Colorado