

TRANSPORTATION BY SCHOOL EMPLOYEE IN A PERSONAL VEHICLE

Employee Name (print)

School

Any district employee, other than a school bus driver, who transports students for school activities in a private vehicle, must have a valid driver's license issued by the State Department of Licensing (or their state of residence), and proof of insurance. Such drivers may only operate vehicles with a manufacturer's rated seating capacity of 10 or less, including the driver. The District shall obtain a certified abstract of the driving record of the employee before the employee transports students. *This requirement is not necessary for persons transporting students in an emergency affecting health and/or safety.*

Supervisor Authorization

	Date	Initials
Driver's License (attach proof)		
Insurance (attach proof)		
Certified Abstract (attach proof)		
General Vehicle Safety Check		

Supervisor's Name (print)

Supervisor's Signature

Employee:

I have read and will comply with the guidelines outlined in board policies and procedures 6625, 6630, 6640 and hereby release the Clarkston School District from any and all liabilities and further Hold Harmless and Indemnify the Clarkston School District from any and all claims that may result while participating in this activity. I acknowledge and agree to assume full responsibility for any liability or property damage, comprehensive or collision, made by or against me.

Dated this _____ day of _____, 20_____

Employee Signature

Send original to the superintendent | Copy to employee & supervisor