

# REQUEST FOR TRANSPORTING STUDENTS IN A DISTRICT PROVIDED VEHICLE

Requesting Staff Member or Approved Volunteer:

\_\_\_\_\_

Purpose of the Trip(s):

\_\_\_\_\_

Date of Departure \_\_\_\_\_

Return Date \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Time of Return: \_\_\_\_\_

Name as it appears on Drivers License: \_\_\_\_\_

WI Drivers License #: \_\_\_\_\_ DOB \_\_\_\_\_

Please verify all of the following:

- I am at least 21 years old and have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator.
- I am an employee of this District or an approved volunteer and will be transporting students on school business.
- I have provided a copy of a valid State of Wisconsin operator's license.
- I have successfully completed the District criminal background and driver record check.
- I have not, within the past two years, had my drivers license revoked or suspended, been convicted of reckless driving or driving while under the influence of an intoxicant or of a controlled substance.
- I assure that every person in the vehicle will wear seatbelts.
- Any traffic violations committed by me while using the district-provided vehicle are my responsibility.

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- I understand the District shall assume no responsibility for liability in case of an accident, unless I have complied with the District requirements and have been approved to transport students.
- Proper transportation has been arranged for each student upon return to the school and I will remain at school until all students have left school property, unless they are at another school event.
- I will be the only person driving the vehicle during the trip and will return it free of debris and litter.

\_\_\_\_\_  
Printed name of Staff Member/Approved Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff Member/Approved Volunteer

\_\_\_\_\_  
Date

**Adoption Date:** 5/18/2009

**Revised Date:** 12/16/2019

Driver abstract completed by \_\_\_\_\_

Date: \_\_\_\_\_