

# REQUEST FOR TRANSPORTATION Policy 751.5 Exhibit 2 BY PRIVATE VEHICLE

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Requesting Staff Member or Approved Volunteer: \_\_\_\_\_

Driver's name as it appears on Driver's License: \_\_\_\_\_

WI Driver's License #: \_\_\_\_\_ DOB: \_\_\_\_\_

Purpose of the Trip(s): \_\_\_\_\_

Date(s) of the Trip(s): \_\_\_\_\_

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

Owner of Vehicle: \_\_\_\_\_

Description of Vehicle: \_\_\_\_\_

Amount of Liability Insurance of Vehicle \$ \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Phone Number of Insurance Company/Agent:  
\_\_\_\_\_

Expiration of Coverage: \_\_\_\_\_

I have verified the following:

- There is no district-provided vehicle available.
- The driver is an employee of this District or an approved volunteer and will be transporting students on school business.
- The driver is at least 21 years old and has sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator unless otherwise provided in accordance with section 121.555(2) (cm) of the state statutes.
- A copy of a valid State of Wisconsin operator's license has been provided by the driver.
- The driver has given authorization for the district to complete the District

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criminal background and driver record check.

The signed Parental Consent for Transportation by Private Vehicle Form (Policy 751.5 Exhibit 1) for each student passenger is attached.

The driver has not, within the past two years: had his/her license suspended/revoked; been convicted of reckless driving; or convicted of driving while under the influence of an intoxicant or of a controlled substance.

\_\_\_\_\_  
Signature of Principal or Designee

\_\_\_\_\_  
Date

The driver ensures there is a safety belt for each passenger.

The driver ensures the vehicle is in good working condition and a vehicle safety check of the following has been conducted to ensure they are all in proper working condition: headlights, directional signals, brake lights, hazard warning lights, windshield wipers, mirrors, seatbelts, and tires.

The driver ensures that no person other than the driver listed above will be driving the vehicle during the trip.

The driver ensures that the vehicle is properly registered.

Upon return, the driver will ensure that each student has appropriate transportation home and remain at school until all students have left school property.

\_\_\_\_\_  
Printed Name of the Staff Member or Approved Volunteer

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

\_\_\_\_\_  
Date

Driver Abstract approved by \_\_\_\_\_ Date \_\_\_\_\_

Transportation Approved

Transportation Not Approved

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

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