

751.5 EXHIBIT (2) REQUEST FOR TRANSPORTATION BY PRIVATE VEHICLE

Requesting Staff Member or Approved Volunteer: _____

Driver's name as it appears on Drivers License: _____

WI Drivers 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 authorized and successfully completed the District criminal background and driver record check.
- 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.
- The driver ensures there is a safety belt for each passenger.

- The driver assures 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.
- No person other than the driver listed above will be driving the vehicle during the trip.
- The signed Parental Consent for Transportation by Private Vehicle Form (Policy 751.5 Exhibit 1) for each student passenger is attached.
- 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

Signature of Principal or Designee

Date

- Transportation Approved Transportation Not Approved

Approved by the Board of Education on May 18, 2009