

**AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE ON SCHOOL DISTRICT BUSINESS**

Please print and complete all boxes.

**I. DRIVER INFORMATION**

Driver's Name	School/Dept.	Purpose(s)
Driver's Address	Phone	Position with school
Date(s) of Driving	No. of Passengers	Vehicle Description

**II. CERTIFICATION**

In accordance with district policy, approval is requested to use a privately owned automobile on official school district business.

- A. I certify that whenever I drive a privately owned vehicle on school district business, the vehicle will always be:
  - 1. Covered by liability insurance for the minimum amount prescribed by the district: \$300,000 single limit or \$100,000/\$300,000/\$50,000 automobile liability insurance.
  - 2. Equipped with one seat belt or child restraint system for every passenger.
  - 3. To the best of my knowledge, in safe mechanical condition and adequate for passenger transportation and/or work to be performed.
  
- B. I further certify that while using a privately owned vehicle on official district business, all motor vehicle laws will be obeyed, including all passengers' use of seat belts and the appropriate child restraint systems. Any traffic accidents, no matter how minor, will be reported immediately to Risk Management at 720-554-4643.
  
- C. I further certify that I am at least 21 years old, and that I possess a valid Colorado driver's license as follows:

License Number	Date of Birth	Expiration Year
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- D. I further certify that I have not been convicted of driving under the influence, driving while impaired, careless driving, or reckless driving in the past five years. I have either attached a current Colorado Motor Vehicle Report (MVR) or I authorize the school district to obtain a copy of my MVR from the State of Colorado.

\_\_\_\_\_  
Individual's Signature

\_\_\_\_\_  
Date

**III. PROOF OF INSURANCE**

Insurance Company	Policy No.	Expiration Date
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**Attached is a copy of my current insurance policy declarations page (or a Certificate of Insurance) stating my coverage limits, policy effective dates, and covered vehicle information.**

**IV. AUTHORIZATION**

Use of a privately owned vehicle on school district business is authorized.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS**

1. This form should be submitted to the Principal's secretary so it can be received by Risk Management a minimum of two weeks prior to the event to insure adequate time to process.
2. Attach a copy of your proof of insurance, and a copy of your Colorado driver's license.
3. This form must be signed by a site administrator.

Approved by Superintendent Monte C. Moses, October 24, 2006.