



### 1. Application for Private Vehicle Use Permit

A District employee or other person serving in an official capacity (e.g. volunteer) shall submit a written application for a Private Vehicle Use Permit to the District Administrator or his/her designee. Specifically, the following information should be on file in the District Office before private vehicle use authorization is given.

- a. The driver's name, current home address and a description of the motor vehicle intended to be used (including its identification number).
- b. A copy of a valid Wisconsin driver's license.
- c. A current certificate of insurance specifically describing the vehicle identified in the application. Proof of the following minimum insurance coverage must be given before a driver is authorized to transport students:
  - (1) Bodily injury liability coverage - \$100,000 per person
  - (2) Subject to the limit for each person: total bodily injury liability limits of not less than \$300,000 per each accident;
  - (3) Property damage coverage - \$100,000
- d. Current Motor Vehicle Record (MVR) - The MVR will be obtained by the District when the driver application is filed.

Employees or other drivers who have MVRs which indicate the driver has had three or more traffic citations, preventable accidents or a citation for operating a motor vehicle while intoxicated during the previous three-year period, will be deemed unacceptable as a driver. If, during subsequent yearly checks, the employee or other driver's MVR improves, he/she will be allowed to again transport students via private motor vehicle.

### 2. Authorization to Use Private Vehicles

The District Administrator or his/her designee may authorize those individuals who satisfy the above requirements to use private vehicles for school purposes. This authorization may be in the form of a standing permit for employees who use their own motor vehicle regularly for school purposes. The permit shall state the particular purpose (and whether it includes transportation of students). For special trips involving students, including field trips, extracurricular activities, etc., a special permit must be obtained in advance for the specific trip.

Transportation of students by employees or other persons serving in an official capacity shall not be authorized unless no other practical transportation is available.

### 3. Transporting Students in Private Vehicles

- a. A vehicle may not be used to transport more persons than can be seated using permanently mounted seat belts without interfering with the operator. In all cases, the vehicle cannot have a seating capacity of more than ten (10) including the driver.
- b. If the vehicle is to be used to transport passengers to co-curricular or other school-related activities, it shall be under the immediate supervision of a competent adult. Said standards of "competence" shall be at the sole discretion of the District Administrator or his/her designee.
- c. Parents/guardians of students who are being transported in private vehicles on field trips, athletic trips, etc., must be notified via written notice. The notice must include (1) where the student is going, (2) how long it will take to get there, (3) who is providing the transportation, and (4) what type of vehicle is being used. It must be signed by the student's parent/guardian and returned to the school.
- d. Students who are transported by the District to school-sponsored events shall return via District transportation, unless the students' parents/guardians provide written notification of their intent to transport the students from the school-sponsored event.
- e. In the event a volunteer driver desires to transport a non-related student from a school-sponsored event to which the District provided transportation, the parent/guardian of the student must approve this alternative transportation by providing prior written notification to the school employee or principal that the alternative transportation is allowable.
- f. Drivers will refrain from the use of alcoholic beverages or controlled substances for a period of not less than 24 hours prior to transporting students, employees, volunteers, etc.

4. All traffic violations incurred through the use of a private vehicle while being used for business purposes are the full responsibility of the driver.
5. Students shall be allowed to use their own vehicle on school district business after they have the necessary forms on file and have received approval from the District Administrator or his/her designee.
6. Students are NOT allowed to drive vehicles on school trips when other students are passengers with the exception of family members.



# EAST TROY

COMMUNITY SCHOOL DISTRICT

Committed to the Growth & Success of Each Student, Each Year

## REQUEST FOR AUTHORIZATION TO USE PRIVATE VEHICLE FOR SCHOOL USE AND/OR TO TRANSPORT STUDENTS

Upon reading the School Board Policy 580 and its implementing guidelines, I declare that I am in compliance with all conditions stated and on that basis and those conditions request permission to transport students in my private vehicle. I understand this permission allows me to transport no more students in my vehicle than the available seat belts.

### ORGANIZATION INFORMATION

Organization/Club Name: \_\_\_\_\_

Organization/Club Supervisor: \_\_\_\_\_

### DRIVER INFORMATION

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ *Attach a copy of driver's license and insurance policy*

Make	Model	Year	Color	VIN #

The 1983 Wisconsin Act 175 requires safety information relating to motor vehicles and volunteer adult drivers.

#### Initial

- \_\_\_\_\_ I have attached a proof of insurance summary from my auto insurance with limits specified. *(See 1.c. from page 1)*
- \_\_\_\_\_ I possess a valid WI operator's license.
- \_\_\_\_\_ I am at least 21 years of age.
- \_\_\_\_\_ I have sufficient use of both hands and the foot normally employed to operate the foot brake and accelerator.
- \_\_\_\_\_ I have not been convicted of reckless driving; driving while under the influence of an intoxicant or of a controlled substance; or any offenses enumerated under s 343.31, within the last three (3) year period.

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

**Volunteers must complete and submit a Volunteer Application in addition to this request.**

### TRANSPORTATION DIRECTOR APPROVAL/DENIAL

- I have reviewed the above named person's motor vehicle record. The above named person is in compliance with Board Policy 580 and its implementing guidelines. I authorize this applicant to transport students.
- Request Denied

Transportation Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_