



REQUEST TO TRANSPORT STUDENT(S) IN PRIVATE/RENTAL/DISTRICT VEHICLES

School/Department: _____

Date of Event: _____

Name of Driver/Vehicle Owner: _____

Address: _____

Home Phone #: _____ Work Phone #: _____ Cell Phone #: _____

I request permission to transport up to (maximum # of passenger restraints) _____ student(s) in the following described vehicle for this event:

- Private vehicle
- Rental vehicle (MCPS Employees Only)
- District vehicle (MCPS Employees Only)

Make: _____ Model: _____ Year: _____ License tag#: _____ State: _____

Driver license #: _____ Driver license expiration date: _____

I have personal injury protection and property damage liability insurance currently in effect on the above vehicle with (private vehicles only):

Insurance Company: _____ Policy Number: _____ Policy exp. Date: _____

ATTACH PHOTOCOPY OF DRIVER'S LICENSE AND INSURANCE I.D. CARD.

(If your insurance renews every 6 months, a new I.D. card must be provided upon expiration.)

To my knowledge, this vehicle is in good working order and meets the National Highway Safety Act minimum standards for the vehicle at the time of Manufacture. I understand that the student(s) will be transported only in designated seating positions and I will require the student(s) to use the vehicle manufacturer's crash protection system (lap/shoulder belts). I also understand that student(s) 12 and under should ride buckled up in the back seat if my vehicle has front passenger air bags. I am aware that children under 40 pounds and children ages 4 and under, must be in appropriate child safety seats.

I have no more than eight (8) points including no six (6) point convictions on my license within the last thirty-six (36) months. I further agree to immediately report in writing to the approving administrator any future changes in violation status, insurance or vehicle being used. The district may periodically inquire as to the validity of the driver's license status.

I declare that I have completed and reviewed the above information and that the facts stated are true.

Driver Signature: _____
(District requires a physical signature)

Date: _____

APPROVAL TO TRANSPORT STUDENT(S)

APPROVAL IS GRANTED for the above-listed driver to transport student(s) in the private/rental/district vehicle.

Principal or Designee Signature: _____
(District requires a physical signature)

Date: _____