

**EMPLOYEE REQUEST TO USE
PERSONAL VEHICLE FOR SCHOOL BUSINESS**

The following information must be provided to the Building Principal prior to approval being granted for employees to use their personal vehicles to transport students to school functions or for any other Brunswick School Department business:

1. Employee making request: _____
2. Date(s) of requested travel: _____
3. Destination: _____
4. Purpose of Trip: _____
5. Proposed Itinerary, with approximate times of travel: _____

6. All names of those transported and, if students, their class year: _____

7. Vehicle to be driven: Make/Model _____ Year _____
8. Insurance Provider: _____
9. Policy Number: _____ Coverage Amounts: _____

You must provide with this request:

1. one copy of your current driver's license
2. evidence of current vehicle registration and inspection
3. parent/guardian permission forms for each student being transported
- 4. one copy of the Declarations page or Certificate of Insurance from your provider, showing appropriate levels of current coverage**
5. a signed copy of the Use of Private Vehicles Procedures indicating your understanding of and agreement with these procedures

Employee Signature

Date

Adopted: 11/10/10