

# Coos Bay School District 9

Code: **EEAE-AR(2)**

Revised/Reviewed: 6/12/17

## Student Transportation by Staff

You have agreed to transport students of the district to a field-trip function or for some other school-approved purpose in your private vehicle. Please be aware that in the event of an accident, your insurance will provide primary coverage. In order to transport students in your private vehicle, you must have written permission from the parents to transport their students and will be required to provide proof of vehicle liability insurance and a valid driver's license. Your insurance must meet or exceed minimum requirements as established by the state of Oregon and as set by the district. Students are not allowed to use your private vehicle for district business.

Submit this form to your building principal for permission. Once approved, a copy will be returned to you. If you do not have the permission from the parents and principal and the required coverage, you will not be allowed to transport students. (Insurance companies may increase coverage for specific dates.)

Please COMPLETE the following information, providing information requested. SIGN where indicated and RETURN to the principals' office four working days PRIOR TO THE DATE OF THE EVENT.

Names of students you will be transporting (attach list of students if you are requesting permission to transport your class or team):

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Dates and Name of Events (attach list of events if you are requesting permission to transport your class or team for the season.):

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Driver Name (as it appears on your driver license): \_\_\_\_\_

Oregon Driver License No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(not agent's name)

Policy Number: \_\_\_\_\_

Current minimum limits are: \$25,000 per person and \$50,000 per accident for bodily injury; \$20,000 per accident for property damage; \$25,000 per person and \$50,000 per accident for uninsured motorist coverage; and \$15,000 per accident for personal injury protection.

By signing this form, I am a licensed driver and my car insurance meets the minimum liability for the State of Oregon. This form remains in effect for the current school year as long as my insurance meets the above requirements and my license remains valid.

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

Submit this form along with a copy of driver's license, proof of insurance and parent permissions to the building principal. Once approved, a copy will be returned to you.

\_\_\_\_\_ has permission to transport students for this (these) activities.

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

This will remain in effect for the current school year as long as the proof of valid driver's license and vehicle liability insurance does not change.

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**For Office Use Only**

Approved activities? \_\_\_\_\_

Permission slips attached? \_\_\_\_\_

Copy of License and Insurance card attached? \_\_\_\_\_