

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
RISK MANAGEMENT DEPARTMENT  
AGREEMENT GOVERNING THE USE OF PRIVATE AUTOS FOR SCHOOL BUSINESS**

Complete the following for **each privately owned vehicle** to be used for transporting students to and from related activities.

**TO BE COMPLETED BY VEHICLE OWNER**

Model of Vehicle \_\_\_\_\_ Name of Owner (Print) \_\_\_\_\_  
Year of Vehicle \_\_\_\_\_ Name of Driver (Print) \_\_\_\_\_  
Make of Vehicle \_\_\_\_\_ Vehicle Tag Number \_\_\_\_\_

I certify that the above described vehicle, which is to be used only for the approved transportation purposes set forth below, is covered by bodily injury liability insurance equaling or exceeding \$200,000 per person / \$300,000 per occurrence and personal injury protection (“NoFault”) coverage equaling or exceeding \$10,000 per person and that I will maintain the required insurance coverages at all times while my vehicle is used for student transportation. In the event of an accident while the vehicle is operated on school business, I will report all details of the accident to the school principal or his/her designee as soon as possible but in no event any later than 24 hours after the accident and understand that the financial loss for damage to my vehicle shall NOT be reimbursable by the District or the District Self Insurance Fund.

This coverage is with \_\_\_\_\_ Insurance Company and expires on \_\_\_\_\_.  
Month/Day/Year

This vehicle complies with the Federal Motor Vehicle Safety Standards and the guidelines on page 2 of this form. (Verification of compliance is normally reflected by a sticker located in the door well of the driver’s door.) Yes \_\_\_ No \_\_\_ **NOTE: If No, the vehicle is NOT to be used for transporting students.**

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**TO BE COMPLETED BY VEHICLE DRIVER**

Driver’s License: State \_\_\_\_\_ Number \_\_\_\_\_

I understand that I am authorized to use only the aforementioned vehicle for transportation of students, and that I am only authorized to transport students for the purpose of \_\_\_\_\_ (e.g. field trip, illness, recreational outing, interscholastic competition, etc.) to the following location and back \_\_\_\_\_ and that I am not to deviate from the authorized transportation destinations. This authorization to transport students must be granted by the school principal or his/her designee and is required for each event or activity for which I provide transportation. I understand that I cannot provide transportation to pupils until my driving record has been checked by the school district and it is confirmed that **I have not had more than three driving infractions in the past three years or a DUI in the past ten years.**

**I understand that all passengers will be seated in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer.**

Signature of Driver \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**TO BE COMPLETED BY THE SCHOOL PRINCIPAL OR DESIGNEE**

School \_\_\_\_\_ Teacher / Sponsor \_\_\_\_\_ The above driver and vehicle is approved to transport students on \_\_\_\_\_ (Date).

Signature of Principal or Designee \_\_\_\_\_ Date \_\_\_\_\_

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**Acceptable Vehicle Types**

Only vehicles that meet the standards below may be used to transport students:

- All cars with any wheelbase; including sedans, coupes, hatchbacks and wagons
- Most SUV's – the vehicle must have a wheelbase of 110" or greater. An internet search using year, make, model and "wheelbase" as search terms may be used to verify vehicle compliance with wheelbase standard.
- Trucks- light trucks, such as small or large pickups. Trucks must have a rear object detecting system. This can be a mirror system or a rear video system
- All Minivans

**Occupancy limit is 10 people or less**

**Unacceptable Vehicle Types**

Under no circumstances may the vehicles below be used to transport students:

- 15 passenger vans
- Motorcycles
- Trailers
- SUV's with a wheelbase less than 110"

***\*\*The information contained in the form is pursuant to Sec. 1006.22, Fla. Stat. and Sec. 49 CFR Part 571, NHTSA, National Highway Traffic Safety Administration.***