

**Provo City School District**  
**Policy Series 6000 Finances and Operations**



6625 F1

**Volunteer Authorization to Transport Students**

SCHOOL: \_\_\_\_\_

I, \_\_\_\_\_, will be using my personally owned vehicle to transport \_\_\_\_\_ students to and from the following activity:

DESTINATION: \_\_\_\_\_

DATE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

I agree to follow the required State Risk Management volunteer driver's terms -including an online test and background check. (Test may be taken at <http://risk.utah.gov/loss/DriverVideoTest.html> and background checks can be done at Provo School District Offices 280 W. 940 North, Provo, UT.)

Under no circumstances will I be alone with only 1 student.

I agree to take the safest route to and from the activity location.

I confirm I will not be using a 10 - 15 passenger van or vehicle with more than 11 seats.

When using my personal vehicle: my auto insurance and driver's license are currently in force and I acknowledge that my personal auto insurance policy is the primary insurance coverage. The minimum state liability bodily injury requirements are \$25,000 per person and \$65,000 per occurrence.

Please complete A or B –

A. Complete the following information:

- Driver's License number: \_\_\_\_\_
- Driver's License expiration date: \_\_\_\_\_
- Vehicle Insurance company: \_\_\_\_\_
- Vehicle Insurance Policy number: \_\_\_\_\_
- Effective Dates of Vehicle Insurance Coverage: \_\_\_\_\_
- Proof of background check and driving test

B. Attach a photocopy of the following:

- Driver License
- Proof of Insurance Coverage
- Proof of background check and driving test

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Director Signature

\_\_\_\_\_  
Date

## Utah State Risk Management excerpt:

### Use of Volunteers to Transport Students

All volunteers must be certified pursuant to the Utah Volunteer Government Workers Act, per Utah Code. At a minimum, every volunteer must be approved by the Chief Executive (Superintendent) or his/her authorized representative and by the office of personnel.

All volunteers must also undergo a background check to confirm they are currently licensed to drive and to facilitate a review their driving record. They must also take the defensive driving course that is approved by the Division of Risk Management.

Volunteers who transport minor children must also undergo a criminal background check. All volunteers should be at least 21 years of age, with preference to those who are 25 or older. No students may drive entity vehicles under any circumstances. No 12- or 15-passenger vans may be used under any circumstances.

Utah Code:	Synopsis
UCA 67-20-1	Utah Volunteer Government Workers Act
Cross References:	
PCSD Policy 6625	Private Vehicle Transportation
PCSD procedure 6625 P1	Private Vehicle Transportation: Students
Adopted:	August 12, 2014
Revised:	October 1, 2015