

Provo City School District
Policy Series 6000 Finances and Operations



6625 F2

Employee Authorization to Transport Students

SCHOOL: _____

I, _____, will be using a district 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 <https://risk.utah.gov/take-action/training/> and background checks can be done at Provo School District Offices 280 W. 940 North, Provo, UT)

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

I agree NOT to transport single students unless a chaperone is present.

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

I understand I am not to use a personal vehicle.

Please complete A or B –

A. Complete the following information:

- Driver's License number: _____
- Driver's License expiration date: _____
- Proof of background check and driving test

B. Attach a photocopy of the following:

- Driver License
- Proof of background check and driving test

Driver Signature

Date

Principal or Designee 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

UCA 67-20-1

Synopsis

Utah Volunteer Government Workers Act

Adopted: August 24, 2015

Revised: September 1, 2016