



AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON SCHOOL BUSINESS

CERTIFICATION

I hereby certify that, whenever I drive a privately owned vehicle on school business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the if a mileage reimbursement claim is granted, full cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance is considered covered in that amount.

I further certify that, while using a privately owned vehicle on official school business, all accidents will be reported immediately to the proper authorities and to the school administration.

I understand that permission to drive a privately owned vehicle on school business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
DRIVER'S SIGNATURE	PRINT NAME	DATE SIGNED

APPROVAL

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
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RENEWAL

<i>I have reviewed the above certification and approval and certify that the information provided is correct and valid.</i>		
APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED

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