



### STAFF REQUEST FOR AUTHORIZATION TO TRANSPORT STUDENTS

All district personnel, other than bus drivers, who transport students for school sponsored activities, must have this form approved by their building administrator prior to transporting students. A new form must be completed and approved each school year. This annual authorization form will remain on file with the building administrator or designee and a copy forwarded to the District Risk Management Director upon completion.

Name of driver (Last, First, Middle): \_\_\_\_\_

Drivers' License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Auto Insurance Carrier: \_\_\_\_\_

Insurance Co. Phone #: \_\_\_\_\_ Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Circle Yes or No:**

- **Yes No** I am at least 21 years of age.
- **Yes No** I have a valid Washington State driver's license.
- **Yes No** I have a current First Aid certification.
- **Yes No** I have a current CPR certification.
- **Yes No** I have an active auto liability insurance policy (policy information provided above) that carries a minimum liability limit of \$100,000 per person/\$300,000 per accident and \$50,000 property damage. The policy includes coverage for general liability, bodily injury, property damage, and uninsured/underinsured motorist (for use when driving students in your personal vehicle).
- **Yes No** I understand that if I am involved in a motor vehicle accident while driving my personal vehicle on school related business that my personal auto insurance policy will be considered the primary insurance coverage, and that any and all claims will be submitted to my personal insurance carrier for payment. The Puyallup School District's liability insurance coverage will be considered secondary coverage, and applicable only after all limits under my personal insurance policy have been exhausted.
- **Yes No** I certify that my vehicle has no known mechanical defects, and no known safety deficiencies.
- **Yes No** I certify that all occupants of any vehicle I use to transport students will be required to individually wear a seat belt, including both the driver and passengers. If the vehicle I am driving to transport students is equipped with a passenger side air bag, I will not allow any student to ride in the front passenger seat if they are less than 12 years old, or weigh less than 100 pounds.
- **Yes No** I understand that I may only transport students in vehicles with a rated capacity of 10 passengers, including the driver, or less. Any vehicles with a greater than 10 passenger rated capacity are prohibited.
- **Yes No** I agree to immediately report to the school principal (or designee) regarding any and all accidents, regardless of how minor, that I am involved in while transporting district staff, volunteers, or students.

