

**AUTOMOBILE TRANSPORTATION RECORDS FOR STUDENT ACTIVITIES
DAVIS SCHOOL DISTRICT EMPLOYEES**

Davis School District

SCHOOL

DATE	EVENT	DESTINATION	TOTAL MILES
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

Name of Driver

Home Address City State Zip

Driver License Number Expiration Date

Vehicle Insurance Company Policy Number Effective Dates

Request mileage payment YES NO

With prior approval of the school principal, a **District employee** may provide transportation for students in a private or rented vehicle from school to approved school events.

- ▶ Each driver must have **liability insurance coverage**. In the event of a liability claim the driver's insurance will pay first. After the personal insurance is exhausted the District may agree to consider providing supplemental restoration for liability coverage from available resources depending on the specific facts and circumstances of an accident. No property damage will be covered by the District. The driver may file claims with the District Risk Management Department.
- ▶ Each driver must have passed the **defensive driving test** on the Division of Risk Management Website. (risk.utah.gov)
- ▶ Each driver must **provide a copy** of a valid driver license and proof of insurance.
- ▶ Each driver must not have been convicted in the past ten years for an alcohol/drug related driving violation or more than two moving violations in the last twelve months.

Signature of Driver

Date

Signature of Principal

Date

The principal will:

- ▶ Submit one copy of this TRANSPORTATION RECORD to the School Director and keep one copy on file in the school until the end of the school year and then destroy.
- ▶ Submit mileage payment request to their School Director. Mileage reimbursement will be paid at the rate set by the Board for other District travel.