

**AUTHORIZATION to TRANSPORT STUDENTS for the
MESQUITE INDEPENDENT SCHOOL DISTRICT
(by other than district-owned vehicles)**

Teachers, coaches, and other district employees and volunteers are permitted to transport students to MISD and UIL events, etc., in their private vehicles and private rental vehicles **ONLY** if the following criteria are met: (Read this form in its entirety)

1. **ATTACH PHOTOCOPY** of your *current* Texas Driver's License. This action authorizes the Mesquite ISD to obtain a motor vehicle report from Texas Department of Public Safety.
2. **ATTACH PHOTOCOPY** of proof of *current* auto liability insurance for the vehicle being used to transport the students.

The completion of this form and the required attachments being provided, indicate my agreement and understanding of the terms in which I am permitted to transport students for MISD. It is understood that a report on my driving record may be obtained and the contents therein used to determine my eligibility to transport MISD students. It is further understood that the District's automobile insurance is **secondary** after the driver's personal policy limits have been exhausted and if the district employee/volunteer is found to be liable should a vehicle accident occur. **It is my responsibility to maintain auto liability insurance coverage throughout the year for my personal vehicle(s) to be used to transport students and to inform the district of any changes in the vehicle and/or insurance coverage.**

Employee/Volunteer Name	School Year
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Name of Campus or Facility	Name of Sponsoring Teacher/Organization
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Explain the reason for requesting authorization, include: **dates/frequency/location/# of students:**

Signature of Volunteer Driver	Date
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**Signature of Campus Principal/Manager <u>REQUIRED</u> Approval notice will be sent to this person.	Date
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Mail completed form with required attachments to the
MISD Risk Management Dept. / L.A. Berry Support Complex

Please be aware that the approval process can take up to 2 or 3 weeks.