



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

Davis School District

**SECTION ONE**

(To be completed by volunteer)

SCHOOL

DATE	EVENT	DESTINATION	TOTAL MILES
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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

**Checklist**

- I am at least twenty-one (21) years old.
- I have passed the defensive driving test on the Division of Risk Management website within the last two years.
- I have liability insurance coverage.
- I have a valid driver license.
- I have been approved as a volunteer by a school administrator.
- I successfully passed a criminal background check if I will be transporting students in a vehicle without a District employee present.
- I have **not** been convicted for an alcohol/drug related driving violation in the past ten years or more than two moving violations in the last twelve months.

**As a Davis School District volunteer I acknowledge that I meet all the above criteria established by District policy, to be allowed to transport District students to school approved events.**

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

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.

**Section Two of this form must be completed by a school administrator prior to transporting any District students.**

## SECTION TWO

(To be completed by school administrator)

I have reviewed this TRANSPORTATION RECORD and acknowledge that I; accept the named volunteer as a school volunteer pursuant to Utah Code Ann. §67-20-04; have been provided a copy of the named volunteer's driver license and results of defensive driving test; the named volunteer has successfully passed a background check if the volunteer will be transporting students in a vehicle without a District employee present.

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
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.