



**AUTHORIZATION TO TRANSPORT STUDENTS OR TOW  
DISTRICT OWNED TRAVEL TRAILERS 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 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 driver's *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 driver's *current* auto liability insurance for the vehicle being used to transport the students.

The completion of this form and the required attachments 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 will 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 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 ("as needed", "when necessary", "various" or "just in case" are not accepted responses):

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Signature of Volunteer Driver	Date
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**Signature of Campus Principal/Manager <b><u>REQUIRED</u></b> Approval notice sent to this person.	Date
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Email or mail completed form with required attachments to [riskmanagement@mesquiteisd.org](mailto:riskmanagement@mesquiteisd.org) or  
MISD Risk Management Dept. / L.A. Berry Support Complex

**Please be aware that the approval process can take 1 to 2 weeks.**