

THE SCHOOL BOARD OF NASSAU COUNTY
TRIPS UTILIZING PRIVATELY OWNED VEHICLES

Privately owned vehicles operated by Board employees or lay citizens may be utilized for trips for small groups of students when the use of school buses may not be practical or when school buses are not available. All trips utilizing private vehicles must be approved by the School Board. The Principal shall authorize the employee(s) or the lay citizen(s) in writing to take students in private automobiles providing the vehicle is covered by liability insurance. The owner(s) of the vehicle(s) shall be informed in writing of the facts regarding the owner's liability as it relates to the School Board's liability. N.C.S.B.P. 2.27(5); F.S. 1006.24.

Vehicle Owner/Driver Agreement: By filling out this form and signing it, I agree to provide the information indicated and to follow the safety conditions stipulated below.

1. **Proof of insurance coverage in following amounts: Bodily Injury/per person \$100,000, Bodily Injury/per occurrence \$300,000, Property Liability \$50,000, Medical payments \$2,000 and PIP coverage as required by the State of Florida.**
2. Only approved vehicles per F.S. 1006.22 (1)(d) may be used to transport students.
3. Driver must have a current valid driver's license indicating age 21 or older (attach photocopy).
4. Evidence of liability insurance and registration must be provided (attach photocopy).
5. The driver must furnish a copy of his/her driving record for review by the Principal. Driving records can be obtained through the following website: <http://www.flhsmv.gov/ddl/abstract.html> (attach photocopy)
6. All vehicles must have safety belts and persons in the vehicles must be required by the driver to use them.
7. Transportation must be provided in designated seating positions in a vehicle which meets all applicable federal motor vehicle safety standards.
8. Multipurpose passenger vehicles classified as utility vehicles with a wheelbase of 110 inches or less, which are required by federal motor vehicle standards to display a rollover warning label, will not be used.
9. All speed limits and traffic laws shall be obeyed.
10. The group or class will travel in a "convoy" when possible so as to assist one another in case of breakdown or accidents.

The original and two copies of this form and accompanying documentation are required.

AUTHORIZATION FOR USE OF PRIVATE VEHICLES ON SCHOOL TRIPS

As owner of the vehicle requested to be utilized in the trip described below, I understand that any liability claim would first be made against my insurance (primary) and that if the amount of the claim awarded exceeded the limits of my coverage, the liability insurance of the Nassau County School Board (secondary) will apply, not to exceed the limits of said policy.

Policy Number _____	Drivers License # _____
Company _____	Valid Through _____
Liability Limits _____	Vehicle: Make _____
Expiration Date _____	Model _____
	Year _____
_____	_____
(Signature of Vehicle Owner)	(Date)

As Principal of _____ I am authorizing
_____ as an Agent of the Nassau County School Board to
(Name of Vehicle Owner/Driver)

transport students in a privately owned vehicle for this purpose:

_____ on _____
(Activity) (Date)

I have determined that the vehicle meets all federal motor vehicle safety standards and is covered by liability insurance. I have also explained to the owner of the vehicle that any claim for liability would first be made against the owner's insurance.

_____ (Signature of Principal) _____ (Date)

Original: School File
cc: Vehicle Owner
Executive Director of Administrative Services