

EAST CHINA SCHOOL DISTRICT

8660 F1

Application to Transport Students in a Private Vehicle

(Volunteer Application Must Also Be Completed for Field Trip/Chaperone/Driver- Form 4120.08)

Date of Application: \_\_\_\_\_

DRIVER DATA		
Name: _____	Telephone: _____	
Address: _____		
City: _____	State: _____	Zip: _____
Driver's License #: _____	License Expiration Date: _____	
VEHICLE DATA		
<b><u>Vehicle No. 1</u></b>		
Model: _____	Style: _____	Year: _____
License Plate #: _____	# Seatbelts: _____	
Insurance Company: _____	Insurance Expiration Date: _____	
<b><u>Vehicle No. 2</u></b>		
Model: _____	Style: _____	Year: _____
License Plate #: _____	# Seatbelts: _____	
Insurance Company: _____	Insurance Expiration Date: _____	
<b>PLEASE ATTACH A COPY OF YOUR INSURANCE COVERAGE SUMMARY PAGE FOR EACH VEHICLE.</b>		

I hereby authorize the East China School District to make any investigation into my background deemed necessary. I authorize law enforcement organizations to give the District any information they have regarding me without providing me with notice of the same. It is understood that this information shall be kept confidential and shall only be used to evaluate my suitability to transport students. It is further understood that this authorization shall remain in effect until rescinded, in writing, by me.

I further certify that all information contained in this application is correct as of this date and I agree to advise the School District immediately of any change in the status of this data.

**APPLICANT**

**BUILDING**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Administrator's Signature

\_\_\_ Completed volunteer application  
(Form 4120.08) is attached.

\_\_\_\_\_  
Office Staff Signature

- \* Please attach a copy of your Driver License.
- \* Return completed forms to the Business Office.

For Internal Use Only		
___ Business office approval	___ Personnel office approval	___ Business Office Approve Driver updated

**EAST CHINA SCHOOL DISTRICT**  
**Procedures for Application to Transport Students**  
**In a Private Vehicle**

1. The term 'volunteer driver' includes parents driving students other than their own children or legal dependents and school employees employed in any position other than that of a certified bus driver. The volunteer driver may only transport as many students as there are seat belts in the approved vehicle.
2. A completed and approved copy of the 'Application to Transport Students in a Private Vehicle' (Form 8660 F1 – available on the ECSD website) and a copy of current proof of insurance must be on file prior to the transporting of students for school-related activities by any volunteer driver. A minimum of \$50,000/\$100,000 bodily injury liability is required.
3. A completed copy of the ECSD Volunteer Application – Field Trip Chaperone/Classroom Worker/Driver must be submitted with this Application to Transport Students in a Private Vehicle.
4. Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to the registration requirements of the State of Michigan.
5. Completed applications and insurance information should be submitted to the school office for initial approval by the Building Administrator. The application and insurance information should then be forwarded to the Business Office.
6. A current driving record of the applicant will be obtained from the Secretary of State office and a background check will be performed. All records will be reviewed for approval by the District.
7. Authorization to transport students will be denied to any employee or individual whose driving record reflects more than two violation points or whose license is suspended or revoked.
8. Allow at least two weeks for completion of the entire application process.
9. Applications need to be renewed annually based on the original date of application.