

**MILFORD BOARD OF EDUCATION
VERIFICATION OF LIABILITY INSURANCE**

USE OF PRIVATE AUTOMOBILE ON SCHOOL TRIP

The Milford Board of Education strongly encourages all transportation of students to be on buses or other vehicles which conform to the requirements of the law and the Department of Education regulations. The Board does recognize that there may be an occasion where it is necessary, more responsive or more cost effective to transport a small number of students in a private automobile.

The Board's Policy regarding Use of Private Automobiles on School Trips is printed on the reverse side of this page. **ALL** portions of this policy must be followed. Item #5 of the policy requires that there be a record that valid and appropriate insurance be in place should a private automobile be used to transport school children.

SCHOOL NAME _____

TRIP DESTINATION _____

TRIP DATE _____ TODAY'S DATE _____

**TO BE COMPLETED BY STAFF MEMBER WHO WILL BE USING THEIR PRIVATE AUTOMOBILE
ON A SCHOOL TRIP:**

NAME _____
ADDRESS _____ _____
TELEPHONE NUMBER _____
DRIVER'S LICENSE NUMBER _____
AUTO YEAR _____ AUTO MAKE & MODEL _____
AUTO REGISTRATION NUMBER _____
INSURANCE CARRIER NAME _____
INSURANCE COVERAGE: LIABILITY (minimum of \$300,000) _____ COLLISION (minimum of \$250,000) _____

I hereby attest that I am the rightful owner of the vehicle listed above and that no other person will be allowed to operate this vehicle during the course of this school trip.

Employee Signature

ATTACH A COPY OF THE INSURANCE POLICY SHOWING THE AMOUNTS OF COVERAGE

THIS COMPLETED FORM SHOULD BE INCLUDED IN THE TRIP FILE MAINTAINED BY THE PRINCIPAL PRIOR TO FINAL APPROVAL OF THE TRIP.

1/5/09

USE OF PRIVATE AUTOMOBILES ON SCHOOL TRIPS

The Milford Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small number of students in private automobiles.

USE OF PRIVATE AUTOMOBILES ON SCHOOL TRIPS

Private automobiles may be used by school personnel to transport students under the following conditions:

1. Trip is approved by principal in advance.
2. If a field trip, proper field trip form is submitted and approved by principal and central administration.
3. Use of private automobile is approved by principal.
4. A limited number of students are involved.
5. The licensed driver completes the "Verification of Liability Insurance" form prior to the trip.
6. The principal will maintain a file of the above noted forms.
7. Parent authorization forms must include notification that a staff member will be driving students in their private vehicles.
8. If only one student is involved, a second responsible adult must be present on the trip, except in emergencies or with the permission of the principal and/or parents.
9. In an emergency, the principal can authorize the transportation of students (s) without parental permission.

It is expressly forbidden for any student to drive a vehicle on a school-sponsored trip.