

Ogden Community School District
2024-25
Annual Use of School Vehicle Form

Listed below are the Ogden Community School District requirements for use of a district vehicle:

- 1. All drivers of school vehicles must be at least 18 years of age and be contracted school employees.**
- 2. All drivers of school vehicles must furnish a copy of their current driver's license and insurance card prior to driving a school district vehicle.**
- 3. All drivers must provide the following information and sign below:**
 - a. Date of Birth:** _____
 - b. Driver License Number** _____
- 4. The district will maintain an annual driving record on file in the central office for all school employees authorized to drive a school vehicle.**
- 5. The total passengers in a school vehicle shall not exceed the number of seat belts in the vehicle. All passengers, including the driver, in a school vehicle must wear a seat belt.**
- 6. The school vehicle doors must be locked when unoccupied.**
- 7. The driver of a school vehicle is responsible to verify that a first-aid kit, fire extinguisher, vehicle registration, and a copy of insurance information are located inside the vehicle.**
- 8. In the event of any accident, the vehicle should be secured, emergency personnel called, and the authorizing administrator notified. The central office will be notified of any and all accidents that occur.**
- 9. Any ticketed traffic violations, whether in a school vehicle or a private vehicle, must be reported to the authorizing administrator and the central office within 24 hours.**

Additional requirements when using school vehicles to transport students:

- 10. All drivers of school vehicles must furnish a copy of their current license prior to transporting students on a school district vehicle.**
- 11. Mileage, destination, and the group using the school vehicle must be recorded for each use.**
- 12. For each use to transport students, two lists of all passengers, with names, addresses and home phone numbers must be provided to the authorizing administrator prior to the trip. One list should be kept with the vehicle and one with the authorizing administrator.**

I agree to abide by the above requirements and give my consent to have the proper school personnel investigate and receive a printed copy of my driving record:

Name (Printed) _____

Signature: _____

Date: _____