

MENOMINEE INDIAN SCHOOL DISTRICT

751.4 Exhibit

MISD Authorization to Use Privately Owned Vehicle on School
District Business

DRIVER INFORMATION

DRIVERS NAME	POSITION	PURPOSE
VEHICLE MAKE/MODEL	CONTACT PHONE	DRIVING DATE(S)

CERTIFICATION

In accordance with district policy, approval is requested to use a privately owned vehicle on official school business.

- A. I certify that whenever I drive a privately owned vehicle on school district business, the vehicle will always be:
 - 1. Covered by liability insurance for the minimum prescribed by the district: \$300,000 single limit or \$100,000/\$300,00/\$100,000 liability insurance.
 - 2. Equipped with one seat belt per passenger.
 - 3. To the best of my knowledge, in safe mechanical condition and adequate for passenger transportation and/or work to be performed.
- B. I further certify that while using a privately owned vehicle on official district business, all motor vehicle laws will obeyed, including all passenger use of seat belts. Any traffic accidents, no matter how minor, will be reported to the MISD Business Office at 715-799-3824 x6008.
- C. I certify that I am at least 21 years old, and that I possess a valid Wisconsin driver's license as follows:

License Number	Date of Birth	Expiration Date
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- D. I authorize the district or its insurance company to obtain a motor vehicle record (MVR). Based on the results of the MVR the district can prohibit the employee from using his/her private vehicle for school business.

- E. The school district reserves the right to inspect a personal vehicle at random to ensure vehicle condition is comparable to that of district owned vehicles.
- F. Sign the Safe Driving Performance Expectations 753.1 Exhibit prior to using a private vehicle for school district business.
- G. Turn in mileage reimbursement request promptly. Mileage reimbursement requests must be turned in during the fiscal year of the occurrence to receive reimbursement. During the fiscal year mileage reimbursement requests must be turned in within 60 days of occurrence to receive reimbursement.

APPROVED: April 15, 2013

REVISED: January 20, 2014