



# Ogden Preparatory Academy

## Private or Rental Vehicle Use Permission Form

*This form has 2 pages. If printed double sided, each side is considered 1 page.*

Event/Date(s):
School Supervisor(s):
Distance:

The following requirements apply for authorized use of private or rental vehicles:

1. The activity is approved by the school principal for students who will need to leave the school campus.
2. Drivers must have valid US driver's license in order to qualify for transporting students.
3. Drivers who are volunteers must have successfully completed a criminal background check.
4. Drivers may NOT drive if they have had a conviction in the last ten years for an alcohol/drug related driving violation, or if they have had more than 2 moving violations in the last 12 months.
5. Drivers must ensure that the vehicle has passed state-required safety inspections.
6. The driver and all passengers must wear seat belts whenever the vehicle is in motion.
7. **INSURANCE.** Drivers must provide certification of coverage prior to transporting students.
  - a. All vehicles **MUST** be covered by a liability and property damage insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States.
  - b. It is recommended that coverage limits are a \$100,000 combined single limit.
  - c. Any vehicle designed to carry 10 or more passengers is required to have a \$500,000 combined single limit.
  - d. In the case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.
  - e. If the vehicle to be used is designed to carry more than 15 people (including the driver), the driver must have a valid commercial driver's license (CDL).
  - f. All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country.
  - g. In the event of an accident, any injured parties would have recourse against the driver's personal automobile insurance.
8. The Driver must complete a defensive driving course and a child protection training course.



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<b>Driver/Owner:</b>			
<b>Vehicle Information:</b>			
<b>Make</b>	<b>Model</b>	<b>Year</b>	<b># of seat belts</b>

By signing below, I certify that I have complied with and completed all requirements outlined herein. I further agree that I shall comply with any applicable Ogden Preparatory Academy Policies and Procedures while transporting students.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

Please attach the following:

- Personal MVR, Motor Vehicle Record, this can be obtained at <https://secure.utah.gov/mvr-personal/public/index.html>. Please submit a reimbursement request to the school for the MVR fee.
- Certificate of Coverage from Auto Insurance
- Copy of Driver's License, unless it is already on file at the school.

<b><i>For office use only</i></b>	
	<b>Certificate of Coverage Received/Insurance is Sufficient</b>
	<b>Background Check Complete and Cleared</b>
	<b>MVR Reviewed and Cleared</b>
	<b>Defensive Driving Training Complete</b>
	<b>Child Protection Training Complete</b>
	<b>Drivers' License Verified</b>
	<b>Vehicle Approved</b>
<b>Administrative Approval:</b>	