

Steps for Completing Request to Transport Form

- Complete **all** blank areas
- Attach a copy of driver's license and **current** insurance card with driver's name as insured
- Return to Coach/Sponsor/Teacher sponsoring the event

Student Transportation Guidelines

(Must be 21 years old or older to transport students.)

Guideline Update 10/08 – There is no longer a requirement to have a vehicle approved based on wheelbase size. However, there is still some other criteria that must be adhered to which are denoted with the **.

These guidelines are applicable for all school sponsored events and trips.

Vehicle Type	Employees, Parents, and Volunteers
Passenger Cars (not to exceed 8 students)	Yes
Crossovers, MPVs (Multi-Purpose Vehicles) including Minivans and SUVs, and Trucks (no passengers in open bed) ** Must be rated with a P or MPV denoting passenger rating. Check door jamb, owner's manual or manufacturer website.	**Yes
Vehicles having seating for more than 10 persons (including driver)	No
Full Size Vans (seating for 10 or more) / Conversion Vans	No
Convertibles / Open Jeeps	No
Motorcycles, Trailers, and RVs	No

NOTE: In any vehicle (other than buses), all students must be in a designated seating position with seatbelts properly fastened.

BUSES: Charter Bus usage is acceptable, if the company and driver are approved. See the Risk Management web page (www.marion.k12.fl.us/dept/rmd) for the current list of approved Charter Buses. For other buses such as private, Marion Co. Sheriff, Ocala Police, DARE, church buses, etc., contact Risk Management at 671-6910.

Guidelines for determining vehicle type and approval:

Vehicles built on a large chassis **without a "P" or "MPV" designation are not approved.** Look inside the door jamb and on the sticker with the serial number it should say Passenger or MPV. If it says Passenger or MPV it is approved. You may also check the owner's manual, manufacturer's website under specifications, or call dealerships to confirm this information.

Sources: Florida Statute 1006.22 (www.leg.state.fl.us)
MCSB Policy 8.36 (www.marion.k12.fl.us)

~An Equal Opportunity School District~
Drug Free Workplace / Save-A-Friend (1-877-7FRIEND)

Employee Volunteer Parent
(Must be 21 years old or older to transport students.)

MARION COUNTY SCHOOL BOARD
REQUEST TO TRANSPORT STUDENT(S) IN PRIVATE VEHICLE

FOREST HIGH SCHOOL

SUPERVISING FACULTY MEMBER

Name of Driver: _____

Address: _____

Home Phone # _____ Work Phone # _____ Cell Phone # _____

Event: _____ Date of Event: _____

Origin: _____ Destination: _____

Time of Departure: _____ Time of Return: _____

I request permission to transport up to (maximum # of passenger restraints) student(s) in the following described private vehicle for this event:

Make _____ Model _____ Year _____ License tag# _____ State _____

Driver license # _____ Driver license expiration date _____

I have personal injury protection and property damage liability insurance currently in effect on the above vehicle with:

Insurance Company _____ Policy Number _____ Policy exp. date _____

ATTACH PHOTOCOPY OF DRIVER'S LICENSE AND INSURANCE I.D. CARD.

To my knowledge, this vehicle is in good working order and meets the National Highway Safety Act minimum standards for the vehicle at the time of Manufacture. I understand that the student(s) will be transported only in designated seating positions and I will require the student(s) to use the vehicle manufacturer's crash protection system (lap/shoulder belts). I also understand that student(s) 12 and under should ride buckled up in the back seat if my vehicle has front passenger air bags. I am aware that children under 40 pounds and children ages 4 and under, must be in appropriate child safety seats.

I declare that I have read the above form and that the facts stated in it are true.

Date

Driver Signature

Each student's parent or guardian has been notified in writing of the transportation arrangements and written consent has been obtained from the student's parent or guardian.

Date

Supervising Faculty Member

NOTE: Attach a list of names of students to be transported.

APPROVAL TO TRANSPORT STUDENT(S)

APPROVAL IS GRANTED for the above-listed driver to transport student(s) in the private vehicle and for the event shown above.

Date

Principal or Designee Signature

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Original - School Administration