

**REQUEST FOR USE OF PRIVATE VEHICLES FOR SCHOOL PURPOSES**

Please complete the following information and attach all required forms in order to obtain permission to use a private vehicle for school purposes.

Owner of Vehicle: \_\_\_\_\_

Driver of Vehicle: \_\_\_\_\_ TN Driver's License #: \_\_\_\_\_

Address of Driver: \_\_\_\_\_

Contact Information: Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

e-mail : \_\_\_\_\_

Date of Trip/Event: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Purpose: \_\_\_\_\_

Principal's Approval \_\_\_\_\_ Date: \_\_\_\_\_

The following information **must be attached** to this form in order for request to be approved.

1. Proof of vehicle liability insurance coverage in the form of an insurance certificate indicating limits of at least \$100,000/300,000/100,000
2. Written parent permission to transport the student and proof of student insurance
3. The approved school related activity or trip request form, including field trips, for any event involving private vehicle transporting of student

**For Official Use Only**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
Signature/ Director of Schools

\_\_\_\_\_  
Date