

# REQUEST FOR AUTHORIZATION

## TO USE PRIVATELY OWNED VEHICLES ON COMMUNITY CONNECTIONS BUSINESS

As an employee or volunteer with Community Connections (CC), a project of Montpelier Public Schools and Washington Central Supervisory Union, I am requesting approval to use a privately owned vehicle.

1. Project Name:		
2. Driver's Name:		
3. Driver's License Number:	Exp. Date:	
4. Insurance Carrier Name:		
5. Policy Number:		
6. Insurance Expiration Date:	From:	To:
7. Vehicle License Plate Number:	State:	

I hereby certify that, whenever I drive a privately owned vehicle to conduct CC business,

- I will have a valid driver's license in my possession.
- All persons in the vehicle will wear a safety belt with no more than one passenger per belt.
- I will adhere to state laws regarding passenger age limits, front seat occupancy, car seats and booster seats.
- Evidence of current automobile liability insurance will be in the vehicle at all times.
- Use of tobacco products is prohibited.
- The automobile is adequate for the work to be performed, equipped with safety belts in operating condition, and, to the best of my knowledge, in safe mechanical condition.
- The vehicle's registration and inspection certificates are current.

**Please return this form with a copy of your Driver's License and the Declaration Page of your automobile insurance policy prior to travel. The document must show policy limits, names of insured drivers, and effective dates of coverage. Policy must meet the minimum liability including insurance of Bodily Injury Liability at \$100,000 each person/\$300,000 each occurrence and \$5000 in property damage; or in lieu of the above, \$100,000/\$300,000 minimum for bodily injury and property damage.**

I further certify that while using a privately owned vehicle on Community Connections business, all accidents will be reported to my supervisor immediately or as soon as practical. I will also notify my insurance company and any proper authorities of the accident.

I understand that when privately owned vehicles are used on Community Connections business, the vehicle owner's liability insurance will be primary in the event of an at-fault accident. Community Connections insurance through WCSU will be in addition to available coverage for Community Connections /WCSU only. The plan does not provide coverage for physical damage to private vehicles used on Community Connections business. Due to the risk of personal cost to the owner of the private vehicle, use of a private vehicle for Community Connections business is largely at the risk of the owner.

\_\_\_\_\_  
Employee or Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date