



Would you like to...

- 1) Earn lots of Volunteer Hours?
- 2) Spend fun and rewarding time with the kids?
- 3) Be a super hero to the Challenge Community?



THEN BECOME AN **APPROVED DRIVER** FOR  
IMMERSION AND OTHER SCHOOL FIELD TRIPS!

It's easy as 1.....2.....3.....

At August Check-In Day each driver wishing to  
be approved must bring the following 3 items:

- 1) A copy of his/her CURRENT **Colorado Driver's License**.
- 2) A copy of his/her CURRENT Automobile **Declarations Page**.  
*(The page that states the amount of liability coverage you carry.)*  
You must carry the following in order to be approved by CCSD:
  - \$300,000 per accident coverage
  - \$100,000 per person coverage
  - \$50,000 property damage
- 3) A copy of his/her completed **CCSD EEAG-E Form** (see attached).

It really is that easy!

In order for our Immersion Program to run smoothly  
and be a success, we need as many approved drivers as  
we can get. *Please become an approved driver today!*

**AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE ON SCHOOL DISTRICT BUSINESS**

Please print and complete all boxes.

**I. DRIVER INFORMATION**

|  |                                      |                                       |
|--|--------------------------------------|---------------------------------------|
| Driver's Name                                | School/Dept. <b>Challenge School</b> | Purpose(s) <b>Field Trip Driving</b>  |
| Driver's Address                             | Phone                                | Position with school <b>Volunteer</b> |
| Date(s) of Driving <b>Various 2018-19 SY</b> | No. of Passengers                    | Vehicle Description                   |

**II. CERTIFICATION**

In accordance with district policy, approval is requested to use a privately owned automobile on official school district 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 amount prescribed by the district: \$300,000 single limit or \$100,000/\$300,000/\$50,000 automobile liability insurance.
  - 2. Equipped with one seat belt or child restraint system for every 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 be obeyed, including all passengers' use of seat belts and the appropriate child restraint systems. Any traffic accidents, no matter how minor, will be reported immediately to Risk Management at 720-554-4643.
  
- C. I further certify that I am at least 21 years old, and that I possess a valid Colorado driver's license as follows:

|                         |               |                 |
|-------------------------|---------------|-----------------|
| Driver's License Number | Date of Birth | Expiration Year |
|-------------------------|---------------|-----------------|

- D. I further certify that I have not been convicted of driving under the influence, driving while impaired, careless driving, or reckless driving in the past five years. I have either attached a current Colorado Motor Vehicle Report (MVR) or I authorize the school district to obtain a copy of my MVR from the State of Colorado.

\_\_\_\_\_  
Individual's Signature

\_\_\_\_\_  
Date

**III. PROOF OF INSURANCE**

|                   |            |                 |
|-------------------|------------|-----------------|
| Insurance Company | Policy No. | Expiration Date |
|-------------------|------------|-----------------|

**Attached is a copy of my current insurance policy declarations page (or a Certificate of Insurance) stating my coverage limits, policy effective dates, and covered vehicle information.**

**IV. AUTHORIZATION**

Use of a privately owned vehicle on school district business is authorized.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS**

1. This form should be submitted to the Principal's secretary so it can be received by Risk Management a minimum of two weeks prior to the event to insure adequate time to process.
2. Attach a copy of your proof of insurance, and a copy of your Colorado driver's license.
3. This form must be signed by a site administrator.

Approved by Superintendent Monte C. Moses, October 24, 2006.