

Use of Personal Vehicle for School Business Travel Form

Any person, using their personal vehicle for the Pontotoc County School District must meet at least the following criteria:

- Provide a photocopy of the employee's valid driver's license. This copy should be attached to the request for travel form or turned into the district office (Business Manager) before you travel
 - Provide a copy of a certificate of insurance (card) that identifies the coverage of the policy. Limits of liability must meet Mississippi's minimum requirements (\$10,000/\$20,000/\$5000) This copy should be attached to the request for travel form or turned into the district office (Business Manager) before you travel
 - By signing below I agree that personal insurance is the first line of defense in the event of an accident
 - Seat belts are present and available for every occupant
 - Vehicle is in good condition and in proper working order.
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- Signed Acknowledgment and Consent Agreement on file. This should be turned in attached to the Request for Travel Form or turned into the district office (Business Manager) before you travel

Acknowledgment and Consent Agreement

I have read or had this personal vehicle use policy read to me. I have had the opportunity to ask questions and fully understand the meaning and intent of this policy. Additionally, I understand I should contact a school official with any further or future questions regarding the personal vehicle use policy. By signing below, I acknowledge having receipt of this policy and consent to agree to abide by the contents.

Name (printed) _____

Signature _____ Date _____