



AUTHORIZATION TO DRIVE STUDENTS

Menlo School employees / parents can be authorized to drive students under the following conditions:

- 1) The distance or size of the group does not warrant use of a School Bus as determined by the Transportation Coordinator.
- 2) The employee / parent have a clean DMV report for the last 3 years and no previous history of serious driving related incident.
- 3) The employee / parent provide confirmation of a current insurance policy with the following limits: **\$100,000 per person; \$300,000 per occurrence; \$50,000 property damage (100/300/50).**

The only vehicles in which I may drive students are those that 1) belong to me, 2) have been rented from a reputable rental company or 3) have been provided by Menlo School.

I understand that while driving students in a vehicle other than a vehicle owned, rented or leased by Menlo School, my personal insurance will be considered primary and Menlo School’s insurance will be secondary.

Be signing below, I authorize Menlo School to acquire annual copies of my California Department of Motor Vehicle record.

I’m willing to provide transportation regardless of whether my child participates in the trip: **YES NO**

Please attach a legible copy of your driver’s license and proof of insurance to this form and forward to the Transportation office or fax to (650)330-2009.

Full Name (please print)

Date of Birth

Drivers License Number/ State

Drivers License Exp. Date

E-mail

Student(s) Grade(s)

Phone #

Date

Insurance Exp. Date (MM/YYYY)

Signature

Transportation Dept. Use Only:

Approved _____ Denied _____

Transportation Coordinator

Effective Date