



Authorization to Use Private Vehicle on American Academy Business

A staff member or a parent may volunteer for and be authorized to transport a student or group of students in his/her own car for American Academy related purposes only if he/she has completed this authorization form and been approved.

I. DRIVER CERTIFICATION

Name: _____ Phone: _____

Purpose: _____ Circle one: Parent / Volunteer / Employee

Address: _____
Street City State Zip

Date of Driving: _____ Number of Passengers _____

Vehicle Description _____
Make Year Model

II. CERTIFICATION

1. In accordance with American Academy ("School") Policy, approval is requested to use a privately owned automobile on official School business.
 - a. I certify that I am a minimum of 21 years of age;
 - b. I possess a valid, current Colorado driver's license;
 - c. I certify that my privately-owned vehicle, while used for School business, will always, be:
 - i. Covered by liability insurance for the minimum amount prescribed by the District (\$300,000 single limit or \$100,000/\$300,000/\$25,000 automobile liability insurance with Uninsured/Underinsured coverage;
 - ii. Equipped with one fully functional seat belt for every passenger; AND
 - iii. To the best of my knowledge, in safe mechanical condition and adequate for passenger transportation and/or work performed.
2. I further certify that while using a privately owned vehicle on official School business, all motor vehicle laws will be obeyed, including all passengers' use of seat belts and use of booster seats for any child less than 40 pounds or under 6 years of age (per Colorado State Law).
Note: Any traffic accidents, no matter how minor, will be reported immediately to the School at 720-292-5200.

3. I further certify that I am at least 21 years old, and that I possess a valid Colorado Driver's license as follows:

License Number _____ Date of Birth _____ Expiration Year _____

4. I further certify that I have not been convicted of Driving Under the Influence (DUI), Driving While Impaired (DWI) or Reckless Driving in the past five years.

Individual Signature _____ Date: _____

III. PROOF OF INSURANCE

Insurance Company: _____ Policy Number: _____ Expiration Date: _____

Attached is a copy of my current policy declarations page stating my coverage limits, policy effective dates, and covered vehicle information.

IV. RECOMMENDATION

Use of privately-owned vehicle on School business is recommended.

Business Assistant: _____ Date: _____

V. APPROVAL

Head of School: _____ Date: _____

1. This form should be submitted to the American Academy Front Office so it can be approved minimum of one week prior to the event.
2. A copy of Proof of Insurance must be attached as described and the form signed by the Business Assistant before approval will be given.