

# GALLATIN GATEWAY SCHOOL DISTRICT

## Employee and Volunteer Auto Insurance Request Form

The Gallatin Gateway School District appreciates the work performed by employees and volunteers to assist with student activities. As part of these activities, there are times when employees or volunteers may be asked to use personal vehicles to transport students going to or from activities.

Before being authorized to transport children other than your own, staff, or volunteers, the Gallatin Gateway School District requires:

- 1) A minimum of \$300,000 liability on vehicle insurance
- 2) Valid Montana Driver's License
- 3) Must be age 21 or older
- 4) A review of driving history

Please provide the following information personal vehicle transportation authorization.

Full Legal Name \_\_\_\_\_(Print)

Date of Birth \_\_\_\_\_ DL# \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Limit of Auto Liability Insurance \_\_\_\_\_

**Please submit the following to the District Office with this Request Form:**

- 1) Attach a copy of insurance policy showing liability limits -- (declaration of coverage page)
- 2) Attach a copy of your driver's license and
- 3) **NEW for January 1, 2015:** Attach a check payable to *DMV* for \$4.00.

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I, \_\_\_\_\_, authorize Gallatin Gateway School to review my driving history report for the past five (5) years through the Montana Department of Justice. I also certify that the above limits of insurance are in effect and will continue to be in effect while I am using my vehicle to transport students, staff or volunteers to activities for the Gallatin Gateway School District.

In the event of a material change in any of this information, the Gallatin Gateway School shall be notified in writing within thirty (30) days and I understand that the Gallatin Gateway School has the responsibility of terminating my privilege of voluntarily transporting other students, staff, or other passengers to school sponsored events.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date