



# Verification of Hazardous Travel Conditions

---

It is the policy of the Gallup-McKinley County School District that personnel may be granted emergency leave if traveling conditions are hazardous and prevent safe travel. The hazardous traveling conditions must be verified by a law enforcement official or a local transportation official.

**Instructions:** Employee complete Section I and have a law enforcement official or a local transportation official complete Section II, then submit completed form to your supervisor **within five (5) working days**. Your supervisor will send it to the Personnel Office for action.

---

**SECTION I** (To be completed by the employee):

Employee Name: \_\_\_\_\_ School/Office: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Date(s) Involved: \_\_\_\_\_

Location and Description of Hazardous Travel Conditions: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

---

**SECTION II** (To be completed by a law enforcement official or a local transportation official):

Name of Official: \_\_\_\_\_

Position Title: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_