

## Personal Vehicle Usage for School Sponsored Trips

District vehicles are available for use on school sponsored field trips if the following has been provided to school and/or Transportation:

- **Volunteer Background Check** (this is done at the school)
- **Driver's Abstract** from the Department of Licensing approved by Transportation Director

Click [HERE](#) for DOL link. Transportation will reimburse for cost of abstract if approved by school.

- **Copy of Valid Driver's License**

We encourage individuals to use a district vehicle while transporting students. If you need to use your personal vehicle, the following needs to be provided:

- **Volunteer Background Check** (this is done at the school)
- **Driver's Abstract** from the Department of Licensing approved by Transportation Director

Click [HERE](#) for DOL link. Transportation will reimburse for cost of abstract if approved by school.

- **Copy of Valid Driver's License**
- **Copy of Vehicle's Current Automobile Insurance** – Please note: in case of vehicle accident/incident your personal insurance may be utilized.
- **Vehicle Inspection Report** completed by a WVSD Transportation mechanic. Inspections are done on an appointment basis. Please call one week in advance to have your vehicle inspected. Inspections are done between the hours of 10 a.m. and 2:00 p.m.