


**Line Mountain School District**  
**Office of the Business Administrator**

**TO:** All Employees  
**FROM:** Philip S. Rapant Jr., Business Administrator   
**LOG MEMO:** B2018-038  
**DATE:** August 16, 2018  
**SUBJECT:** Motor Vehicle Records for Use of School District & Personal Vehicles

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At the request of our Property and Casualty insurance carrier, we will be checking the driving records of persons driving Line Mountain School District vehicles or personal vehicles for school business for the 2018-19 school year.

By signing below, you give Line Mountain School District permission to check your motor vehicle driving record. All information is kept strictly confidential. Should you have any questions regarding this procedure or have concerns about your driving record, please see your immediate supervisor.

**School District Vehicle**

Anyone who has a need to use a Line Mountain School District vehicle must do the following before authorization is given:

- 1) sign and date this memo
- 2) provide a copy of your driver's license

**Personal Vehicle**

Anyone who has a need to use his or her personal vehicle to transport students must do the following before authorization is given:

- 1) sign and date this memo
- 2) provide a copy of your driver's license
- 3) provide a copy of his/her insurance coverage as outlined in Policy #331/431/531 **at least one week prior to the scheduled event**

Please return this signed memo (selecting one or both of the vehicle options above) along with the required documents to ***Joanna Hovenstine*** at the District Office.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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OFFICE USE ONLY:                      \_\_\_\_\_ Approved                      \_\_\_\_\_ Disapproved

PSR:jlh