

TRANSPORTATION PROVIDED BY AN AGENT/PARENT

LETTER OF UNDERSTANDING

This is to acknowledge that I have been advised of the following with respect to transportation of student(s) in my private vehicle.

- A current Driver Abstract must be filed with the Director of Transportation annually.
- Students riding in private vehicles must be belted in with a seat belt at all times. If a student is under 18 kg and under the age of 6 years, such child must be transported using a properly installed child restraint seat.
- No student under the age of 12 years shall be transported in the front seat of a vehicle equipped with airbags.
- Reimbursement for mileage will be in accordance with Division procedures (Administrative Procedure 560-Transportation Provided by an Agent/Parent).

Submit this signed 'Letter Of Understanding' form along with:

- Proof of insurance**
 - must include a minimum of **\$2,000,000** liability coverage
 - insurer must be advised that a student will be transported
- Photocopy of a valid Alberta operator's licence (Class 4 required if an agent)**
- Signed 'Driver Abstract Consent' form**

Driver Name (please print)

Date (M/D/Y)

Driver Signature

Witness

Payments will not be issued until:

1. A contract is in place
2. All requested documents are on file at Division Office (Letter of Understanding, proof of insurance, photocopy of operator's licence, Driver Abstract Consent)
3. Approved claim forms are received (to be submitted monthly)
 - '*Private Transportation Compensation Form*' - submit to Director of Transportation
 - '*Expense Claim*' (for PUF transportation only) - submit to Director of Learning-Inclusion