

Please forward this agreement to
KIMBERLY LEWIS,
Director of Business & Finance

This box **MUST** be completed.

If form is not completed properly
it will be returned to the main office.

Teachers: Please complete the following:

School Name _____
Teacher in charge of Event _____
Destination of Event _____

Date(s) of Event _____
Rain Date (Outdoor Trips) _____

This line
MUST
be completed.

2011-12 TRANSPORTATION AGREEMENT

_____ (the "Owner) of Schenectady, New York
(**PRINT Owner's Name CLEARLY**)

and the City School District of the City of Schenectady (the "District") having its principal offices at 108 Education Drive, Schenectady, New York, agree as follows:

1. In consideration of the Owner agreeing to the use of his/her vehicle to transport students for the designated school event listed above during the **2011-2012** school year, the District agrees to provide coverage in excess of the Owner's personal automobile insurance for any claim for personal injury or death or for damage to property arising as a result of such transportation to a maximum of \$1,000,000 per occurrence.
2. This agreement between the District and the Owner is effective only if the driver of the vehicle is 21 years or older and holds a valid New York State Drivers License.
3. The Owner agrees that the vehicle is currently and will be insured on the date of the event.

Signature of Owner:

This line
MUST
be signed.

Date _____

Schenectady City School District
By:

Superintendent of Schools

Date _____

Schenectady City School District
108 Education Drive
Schenectady, New York 12303

TRANSPORTATION AGREEMENT GENERAL INSTRUCTIONS

The Transportation Agreement is a legal contract between the School District and the owner of a vehicle to be used to transport students on school-sponsored events. Therefore, it is imperative that agreements be completed in an accurate and timely manner.

Please note the following important information:

- **IMPORTANT** - Completed Transportation Agreements must be submitted to the Clerk of the Board, **two weeks prior to the school event** to ensure that they are processed through the District's Insurance Company before the trip.
- Each time an owner of a vehicle agrees to transport students on a school event, a new Transportation Agreement must be submitted for that school event. If an owner of a vehicle agrees to transport students for a recurring school event, only one Transportation Agreement is necessary but that Agreement should clearly describe the specific type of school event (example: "Competitive matches of the High School Chess Club".)
- Be sure that your school name is indicated in the upper right hand corner of the Transportation Agreement.
- Agreements containing illegible names cannot be accepted.
- The following groups of District employees do not have to complete a Transportation Agreement because they are covered by their contracts:
Administrators (SAA), Teachers (SFT), and Adult Educators (SSAE)
All other District employees **must** complete a Transportation Agreement if they are going to use their vehicle for a school-sponsored event.
- Please destroy all other blank agreements previously issued by the District. A supply of color coded (2011-12) Transportation Agreements will be provided to each school.
- Additional Transportation Agreements are available at our District website www.schenectady.k12.ny.us/Schools.information.htm .