



Attestation of Vehicle Use

Transportation

Clear Form

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Form #187-F11
September 2025

DIRECTIONS

Prior to completing this form, employees must review the [Operating a Vehicle for FCPS Business Purposes](#). Identified FCPS employees are only authorized to transport students in unique circumstances. Employees must provide submission of insurance information for reimbursement to ensure that their policy meets the FCPS minimum levels of coverage (\$100,000/\$300,000 bodily injury and \$100,000 property damage). All employees must be accompanied by a second FCPS staff member and parental permission must be secured and documented prior to the transport. Employees must possess a valid driver's license and submit this form and obtain a supervisor's signature prior to transporting students.

EMPLOYEE INFORMATION *(Please Print)*

Name _____
Email _____
Home Address _____
Phone Numbers: Home _____ Mobile _____
Employee ID _____ Job Title _____
Employee's School/Office Location _____

VALID DRIVERS LICENSE INFORMATION

Driver's License State: _____ Driver's License Number: _____
Driver's License Expiration Date: _____

INSURANCE AND LIABILITY INFORMATION

- ☐ My personal automobile insurance policy meets the FCPS minimum levels of coverage.
- ☐ I understand that I must obey all traffic laws.
- ☐ I understand that I am responsible for any fines, tickets, or penalties incurred while driving.

SIGNATURES

☐ I CERTIFY THE INFORMATION ABOVE IS TRUE AND CORRECT

Your Name Printed _____ Date _____
Your Signature _____ Date _____
Supervisor Name Printed _____ Date _____
Supervisor Signature _____ Date _____

EMPLOYEE ACTION: Return the completed and signed form to your supervisor.

SUPERVISOR ACTION: Supervisors must ensure that the employee name and driver's license information is submitted via ServiceNow as a work order (under "Transportation" tab) to be added to the MVA monitoring database.
All completed forms should be kept on file at the work site and must be updated annually.