

Guidelines for Pulling District-Owned Livestock Trailer with a Privately-Owned Vehicle

1. Any person requesting to pull a district-owned trailer must be at least 25 years of age and the parent/guardian of the student livestock exhibitor.
2. The requestor must submit a copy of their insurance declaration page and the attached driver's license form for review and approval.
3. Those with an unsatisfactory or questionable driving record or no proof of liability insurance will not be allowed to pull the trailer.
4. The vehicle used to pull the FFA stock trailer must be properly equipped, at no expense to the district, to pull the trailer. The vehicle must be at least a half-ton pick-up with adequate towing capabilities including lights and brakes.
5. Changes are not to be made in the vehicle pulling the trailer or the driver who was approved without the consent of the district. Individuals applying for the use of the trailer will sign a statement indicating he/she will be fully responsible for any damage to the trailer and/or for any and all resulting liability.

Use of Trailers and Cages: Use of livestock trailers and livestock transport cages may ***only*** be granted to parents/guardians after completing the Trailer Use Request Forms. Parents will have to complete forms and be approved before they can reserve and use the equipment.

Approved uses may be for assisting staff to transport livestock to designated shows or veterinary appointments. Livestock trailers and cages are not for personal use and all events require prior approval.

Trailer Request Procedures

1. Prior to reserving a trailer you must receive clearance through the district. Please complete the **Driving Record Review Form**, attach a copy of your insurance declaration page, and submit to:

Round Rock ISD
c/o Career & Technical Education
1311 Round Rock Avenue
Round Rock, TX 78681

2. The CTE office will submit your information for clearance, this process could take up to 4 weeks so please plan accordingly.
3. Upon notification of an acceptable driving record and insurance verification, you will receive a post card informing you of your clearance (or denial).
4. With clearance, you may request the use of a trailer.
5. Complete the **Trailer and Transport Cage Request Form** and return to the Ag Office. The form can be obtained from a district AST.
6. The AST will assign you a trailer/cage and arrange a time for you to pick up the trailer/cage. If the trailer/cage is not available on the date requested the AST will notify you by phone.
7. At time of checkout you will be asked to complete the **Vehicle Owner/Driver Waiver of Liability and Checkout Form** as well as an inspection completed by the AST with you present. Any flaws or areas of concern should be documented at this inspection. You will be held responsible for any damages not noted.
8. Upon completion of inspection, you may use the trailer/cage.
9. The trailer/cage should be returned in a timely manner and in clean condition.

Driving Record Review Form

By completing and submitting this form I am requesting that the district review my driving record for purposes related to pulling a district-owned livestock trailer with a privately-owned vehicle.

Name _____
Exactly as it appears on your Texas Driver's License

Date of Birth ____ / ____ / ____
 MM DD YYYY

Texas Driver's License Number _____

In order to complete the review process, submit with this form a copy of your motor vehicle insurance declaration page.

Upon notification of an acceptable driving record and insurance verification, you will receive a post card informing you of your clearance (or denial).

Please remit this form and all required paperwork to

Round Rock ISD
c/o Career & Technical Education
1311 Round Rock Avenue
Round Rock, TX 78681

Trailer and Transport Cage Request Form

Date Request Made _____ Time _____

This form may be completed up to one month in advance of requested trailer use date and turned in to the AST. The trailer and cages are issued on a first come first serve bases. If you are approved, your name will be posted on the check out calendar at the Ag Office. If your approval is denied, you will be notified by the AST.

Trailer use is for assisting staff to transport livestock to designated shows or veterinary appointments.

Requester's Name _____

Ag Student's Name _____

Date to be used _____

Event name/Location _____

Check Out To be completed at check out.

Trailer or Cage Used _____

Person Receiving Trailer _____

Inspection completed by: _____

Comments _____

Cancellation Please do as soon as you know so others may possibly use the trailer.

I no longer need the trailer for _____. Please remove my name and give to the next person on the list.

Signature

Date _____ Time _____

Vehicle Owner/Driver Waiver of Liability And Checkout Form

PERSONAL VEHICLE INFORMATION

Name of Vehicle Owner/Driver _____

Vehicle Make _____ Model _____ Year _____

DISTRICT TRAILER/TRANSPORT CAGE INFORMATION

Date(s) of Use _____

Destination and Purpose of Use _____

Description of Trailer/Transport Cage _____

Inspection of Trailer/Transport Cage _____

Note any current concerns before the trailer was removed

VEHICLE OWNER/DRIVER WAIVER OF LIABILITY AND RESPONSIBILITY

I recognize and acknowledge that I am voluntarily driving my privately owned vehicle and utilizing a district owned trailer/transport cage for the purpose of providing transportation for myself, my property and/or my student to an event/activity. I agree to absolve, exonerate and hold harmless the district and/or its institutions and employees from liability for any risks associated with this travel. These risks include, but are not limited to, all liability associated with the operation of a motor vehicle, pulling a trailer, hauling a transport cage, any and all injuries, and any and all property damage. I understand that the driver is not an agent of the school district and is not authorized or required by the district to provide transportation. I hereby certify that the vehicle which I voluntarily provide is properly licensed and that the required level of automobile insurance is in place. I hereby certify that I am a licensed driver and agree to obey all traffic laws and to drive directly to and from the event/activity. I agree to cover any damages to district owned trailer/transport cage while in my care and possession.

YES

NO

My Driving Record and Insurance have been approved by the district

Name of Vehicle Driver/Owner _____

Signature of Vehicle Driver/Owner _____ Date _____

District Use Only

AST Accepting this Form _____ Signature _____ Date _____

Notes on Condition When Returned _____