

Application for:

- Personal Vehicle
- District-Type II/Van (District Staff only)

Port Townsend School District Vehicle Driver Requirements to Transport Students

Volunteers and employees must be approved to transport students by following the steps outlined below. Volunteers may only be approved to transport students in a private vehicle; school employees may also be approved to transport students in a district vehicle.

Date:	Name:	Phone:
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Documents Required for 1 st Time Approval to Drive Port Townsend School District Students	
Applicant Required Documents for All Drivers:	<input type="checkbox"/> Non-Employee Applicants: Must complete and pass the BIB online background check <input type="checkbox"/> Applicant is 25 years of age or older <input type="checkbox"/> Applicant has been driving a minimum of 5 years <input type="checkbox"/> Applicant provides copy of valid First Aid / CPR card <input type="checkbox"/> Applicant provides copy of Driver's License <input type="checkbox"/> Applicant provides copy of DOL Driving Abstract – DOL Cost \$13.00 / Full Record *Can be obtained at: http://www.dol.wa.gov/driverslicense/drivingrecord.html
Additional Applicant Documents for Personal Vehicles:	<input type="checkbox"/> Personal Vehicle Inspection Form <input type="checkbox"/> Applicant provides a copy of insurance coverage with minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate. Must also have uninsured motorist coverage.

District Assigned Training Courses			
District Assigned On-line Safe School Training Courses (Sent via Email)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> CPR (if needed) <input type="checkbox"/> First Aid (if needed) <input type="checkbox"/> Defensive Driving </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Road Rage <input type="checkbox"/> Van Safety (Dist. Employee/Coaches) <input type="checkbox"/> Winter Driving </td> </tr> </table>	<input type="checkbox"/> CPR (if needed) <input type="checkbox"/> First Aid (if needed) <input type="checkbox"/> Defensive Driving	<input type="checkbox"/> Road Rage <input type="checkbox"/> Van Safety (Dist. Employee/Coaches) <input type="checkbox"/> Winter Driving
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Authorized drivers are required to complete the Renewal process every two years.

Renewal Required - Every 2 Years	
Applicant Required Documents for All Drivers:	<input type="checkbox"/> Non-Employee Applicants: Must renew/complete and pass the BIB online background check <input type="checkbox"/> All Applicant's provide an updated copy of Driver's License <input type="checkbox"/> All Applicant's provide an updated copy of DOL Driving Abstract – DOL Cost \$13.00 / Full Record http://www.dol.wa.gov/driverslicense/drivingrecord.html
Additional Applicant Documents for Personal Vehicles:	<input type="checkbox"/> Personal Vehicle Inspection Form <input type="checkbox"/> Applicant provides an updated/current copy of insurance coverage with minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate. Must have uninsured motorist coverage. <p style="text-align: center;">** All applicants will be assigned the same Safe School Training Courses noted above for renewal. All Training must be completed prior to renewal of authorization to drive students.</p>

I have reviewed the above information and this applicant and/or vehicle are approved for transporting students on district business or field trips.

Signature of Transportation Supervisor / District Designee _____
Date

Port Townsend School District No. 50 complies with all federal and state rules and regulations and does not discriminate in any programs or activities on the basis of race, creed, religion, color, national origin, age, honorable discharged veteran or military status, sex, sexual orientation including gender expression of identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Further, the district will provide equal access to the Boy Scouts of America and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination:

Compliance Coordinator per State law (RCW 28A.640/28A.642): Amy Khile, 1610 Blaine St., (360) 379-4603. Section 504/ADA Coordinator: Shelby MacMeekin, 1637 Grant St., (360) 379-4535. Title IX Coordinator: Laurie McGinnis, 1610 Blaine St, Port Townsend, WA (360) 379-4602.

USE OF PERSONAL VEHICLE TO TRANSPORT STUDENTS

Any adult transporting student's for district business must complete this form and provide it to the building administrator for signature. Employees are not to drive their personal vehicle for district business without prior approval by means of written notification from the district. It is your responsibility to notify the District Office of any changes that occur during the school year which could affect district approval (i.e. license cancellation or suspension, cancellation of automobile insurance, serious motor vehicle violation or at-fault accident).

DRIVER SCREENING/INSURANCE REQUIREMENTS

LEGAL NAME: _____

SCHOOL OR BUILDING LOCATION: _____ School Year: _____

VOLUNTEER EMPLOYEE OTHER _____

VEHICLE: YEAR/MAKE/MODEL: _____ LIC #/State: _____

YES/NO

_____ I am older than 25 years of age with a minimum of 3 years driving experience.

_____ I have a valid Washington State driver's license.

License #: _____ Exp. Date: _____

_____ I have had no vehicle moving violations or at-fault accidents within the last three years.
If you have had any, please list: _____

_____ I carry minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limit of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage), automobile medical payments or Personal Injury Protection Coverage and uninsured motorist coverage.

Insurance Company: _____

Policy #: _____ Expiration Date: _____

_____ I am aware that, in the event of an accident while on district business or school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

The above information is true and accurate to the best of my knowledge. I agree to notify the district of any motor vehicle infractions (tickets) and/or chargeable accidents or cancellations or reduction of coverage to my automobile insurance

Signature of Employee/Volunteer Driver

Date

Signature of Building Administration

Date

VEHICLE INSPECTION

YES/NO

- _____ There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.
- _____ My vehicle's brakes, including the emergency brake, are in good working order.
- _____ My vehicle's tires have legal tread depth (at least 3/32").
- _____ My vehicle's brake lights, turn indicators, and headlights are in good working order.
- _____ My vehicle's windows are clear and provide an unobstructed view for the driver.
- _____ My vehicle has functioning rear view mirrors (center and left side).
- _____ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- _____ My vehicle has a rated capacity of ten passengers or less.
- _____ If my vehicle has dual airbags, I will not seat children *under age 13* or small persons in front passenger seat.
- _____ I will not transport students in a motor home, fifth-wheel trailer, cargo compartment of a van or truck bed.
- _____ I agree to use booster seats/car seats when required by Washington State law.

Signature of Volunteer Driver

Date

ADMINISTRATIVE REVIEW

- _____ If the employee is required by job description to regularly drive their personally owned vehicle for district business, the district has required driver to provide an original motor vehicle abstract (three-year comprehensive record) from the Department of Licensing. This abstract has been reviewed and meets district approval.
- _____ All "NO" responses have been addressed satisfactorily

I have reviewed the above information and this employee and vehicle are approved for driving personal vehicle on district business or for a field trip.

Signature of Administrator/Designee (District Office)

Date