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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Name:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

Documents Required for 1st Time Approval to Drive Port Townsend School District Students

- **Applicant Required Documents for All Drivers:**
  - Non-Employee Applicants: Must complete and pass the BIB online background check
  - Applicant is 25 years of age or older
  - Applicant has been driving a minimum of 5 years
  - Applicant provides copy of valid First Aid / CPR card
  - Applicant provides copy of Driver’s License
  - 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](http://www.dol.wa.gov/driverslicense/drivingrecord.html)

- **Additional Applicant Documents for Personal Vehicles:**
  - Personal Vehicle Inspection Form
  - 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

- CPR (if needed)
- First Aid (if needed)
- Defensive Driving
- Road Rage
- Van Safety (Dist. Employee/Coaches)
- Winter Driving

Authorized drivers are required to complete the Renewal process every two years.

<table>
<thead>
<tr>
<th>Applicant Required Documents for All Drivers:</th>
<th>Additional Applicant Documents for Personal Vehicles:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Employee Applicants: Must renew and pass the BIB online background check</td>
<td>Personal Vehicle Inspection Form</td>
</tr>
<tr>
<td>All Applicant’s provide an updated copy of Driver’s License</td>
<td>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.</td>
</tr>
</tbody>
</table>
| All Applicant’s provide an updated copy of DOL Driving Abstract – DOL Cost $13.00 / Full Record | **All applicants will be assigned the same Safe School Training Courses noted above for renewal.**
| [http://www.dol.wa.gov/driverslicense/drivingrecord.html](http://www.dol.wa.gov/driverslicense/drivingrecord.html) | **All Training must be completed prior to renewal of authorization to drive students.** |

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

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 While, 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.

Rev: 09-2020