
Last name, First name

Location

Position

2018

**DISTRICT EMPLOYEE AUTHORIZATION TO
TRANSPORT STUDENTS IN DISTRICT VEHICLES**

(not to include school buses)

This process must be repeated annually.

Step A - Attach copies of:

- ☐ Valid Washington State Driver's License
- ☐ Proof of current personal auto insurance that includes expiration date
(**RCW 46.30.020**)
- ☐ Current and valid First Aid/CPR certification

Note: Online certifications will not be accepted
Certification must be provided with this packet even if it is on file with the Human
Services Department.

Step B – Initial and sign attached forms attesting to:

1. Personal statement assuring current physical health
2. Authorization to obtain certified abstract of driving record
3. Personal statement indicating a satisfactory driving record
4. Authorization to run WA State Patrol (WATCH) background check
5. District Policies and Procedures
6. Your application and renewal process

Step C - Return to Shalynn Horton in the HR Department

Executive Director Signature

Date

1. Personal statement assuring current physical health

I have no known current physical health impairment or condition that would affect my ability to transport students in a district vehicle.

*Initial*_____

2. Authorization to obtain certified abstract of driving record

I understand that as part of the Authorization to Transport Students in District Vehicles application process, Snohomish School District will be requesting my driving abstract and hereby give my permission for them to do so.

*Initial*_____

3. Personal statement indicating a satisfactory driving record

By signing below, I am indicating that I have a satisfactory driving record, defined as follows:

- a) The district employee shall not have had a driving license privilege suspended or revoked within the last five (5) years.
- b) The district employee shall not have incurred three (3) or more moving violations within the last five (5) years.
- c) The district employee shall not have been convicted of any of the following:
 - i. misdemeanor, gross misdemeanor or felony (including instances in which a plea of guilty or nolo contendere is the basis for the conviction) or being under a deferred prosecution under 10.05 RCW
 - ii. having been convicted of any of the following motor vehicle violations within the last five (5) years:
 - hit and run driving;
 - vehicular assault;
 - vehicular homicide;
 - driving while under the influence;
 - being in physical control of a motor vehicle while under the influence;
 - negligent driving in the first degree; or
 - any motor vehicle violation agreed to during a court proceeding as a result of an alcohol related driving infraction

*Initial*_____

4. Authorization to run WA State Patrol (WATCH) background check

I understand that being able to drive a district vehicle is conditional upon completion of a Washington State Patrol Criminal History background check, and I authorize the Snohomish School District to conduct that check. A written copy of the WATCH results will be provided upon request within ten (10) days of completing the report. However, if there is a concern regarding your results, you will be contacted to meet with an administrator regarding the results. Any and all information and findings will be kept confidential.

Former Legal Names: _____

*Initial*_____

5. Policies & Procedures

I understand that Snohomish School District has policies and procedures regarding driving district vehicles and transporting students in district vehicles. I further understand that the District policies can be accessed and read at our district web site: www.sno.wednet.edu.

Policy 6640
Procedure 6640P
Policy 8121

District-Owned Vehicle Operator Responsibilities

- A. District vehicles shall be operated only by authorized district employees.
- B. Vehicles shall be used for official school district business only.
- C. Operators and passengers of district vehicles shall wear seat belts at all times while the vehicle is in motion.
- D. The operator shall not use a cell phone while operating a district vehicle.
- E. Operators of district vehicles must immediately report to their supervisor any traffic accident or citation received while operating a district vehicle. Failure to immediately report an accident may result in termination of employment.
- F. Any citation for violation of a district vehicle shall be the sole responsibility of the operator.
- G. Failure of an employee to maintain a satisfactory driving record will result in the denial of district vehicle privileges.

Misuse of District-Owned Vehicles

Personal use or any reported or suspected misuse of district-owned vehicles by an employee shall be investigated. Violations of any of the requirement of this procedure may result in disciplinary action, up to and including termination of employment.

Initial _____

6. Your application and renewal

I understand that to keep my Authorization to Transport Students in District Vehicles authorization I will maintain my application with current and valid documents. Online First Aid/CPR courses will not be accepted as noted on the district website (<https://www.sno.wednet.edu/Page/2865>). This packet must be repeated annually. Current and valid documents must be submitted each year even if they are already on file with the Human Services Department.

Initial _____

As a condition of meeting the above requirements necessary to obtain authorization to drive district vehicles or transport students, I am hereby confirming items 1 through 6 above:

Employee Signature

Date