
Last name, First name

Location

Position

2018

**DISTRICT EMPLOYEE AUTHORIZATION TO
DRIVE DISTRICT VEHICLES**

(not to include school buses or students)

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**)

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 drive a district vehicle.

*Initial*_____

2. Authorization to obtain certified abstract of driving record

I understand that as part of the Authorization to Drive a District Vehicle 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. I further understand that the District policies can be accessed and read at our district web site: www.sno.wednet.edu.

Policy 6440

Procedure 6440P

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 drive a district vehicle 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