

## Checklist for School Van Drivers

- Complete the MVR release authorization and provide a copy of your driver's license.
- View the Power Point presentation entitled, "Employee Van Usage Training" in its entirety. This can also be found under the Transportation Department link on the district website.

Once these steps are completed, you will be qualified to drive a school van.

# MVR RELEASE AUTHORIZATION

I hereby authorize the Department of Transportation, Division of Driver's Licensing, to release my **(3) year driving record** to the Barren County Board of Education.

Name (Exactly as it appears on your driver's license):

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License Number

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Date of Birth

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Address

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Signature

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Date

The charge for the release of record is \$3.00. This is to be paid by the school or group requesting the use of the van. Please make check payable to the Barren County Board of Education.

If the individual has had a DUI charge within the last three (3) years, they are disqualified from driving a board-owned vehicle.

ACKNOWLEDGEMENT FOR SCHOOL VAN DRIVERS

I, \_\_\_\_\_, acknowledge that I have completed all the steps necessary in order to be able to drive a board owned school van. I agree to the following:

\_\_\_ I have completed the required MVR release.

\_\_\_ Provided a copy of my driver’s license to the school Transportation Department

\_\_\_ Have viewed the Power Point presentation entitled, “Employee Van Usage Training” Click [here](#) for link.

\_\_\_ Agree to abide by all board policies governing the use of board owned vehicles

\_\_\_ I realize that to continue to drive a school van, I must have a current MVR on file each year and provide a copy of my current driver’s license at time of renewal

\_\_\_ I agree to provide all of the necessary documentation each time I drive a school van, including the pre-trip inspection form and mileage chart.

\_\_\_\_\_  
Drivers Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by: Signature

\_\_\_\_\_  
Date