

Name: _____ Building: _____ Position: _____

Supervisor's Name (requesting for you to drive) _____

Snohomish School District

Employee Authorization to Transport Students in District Vehicles

(not to include school buses)

*This process must be repeated **annually**.*

Step A – Vector Van Safety Module (one-time only course):

1. Log in to Vector Training (App link in Hello ID).
2. Click "Extra Training" on the left-hand navigation bar.
3. Enter "van" in the search bar.
4. Select the course "Van Safety."
5. Press the start arrow for the Full Course (Washington) [30 minutes]

Completed

Step B - Attach copies of the following:

- Valid Washington State Driver's License – Expires _____
- Proof of current personal auto insurance that includes:
 - 1) Expiration Date (RCW 46.30.020), and
 - 2) **Your Name Expires** _____
- Current and valid First Aid/CPR certification – Expires _____

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

Step C - 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. District Policies and Procedures
5. Your application and renewal process

Step D - Return to the HR Department - RSC

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. Policy & Procedure – District-Owned Vehicles

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 – District-Owned Vehicles

Policy 6640P – District-Owned Vehicles Procedures

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 _____

5. 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 Resource Services Department.**

Initial _____

As a condition of meeting the above requirements necessary to obtain authorization to drive district vehicles or transport students, I am herby confirming items 1 through 5 above:

Employee Signature

Date

Please Provide Any Former Legal Names (Please Print)