How To Be Added To The CASD Insured Driver List

CASD Employees who are transporting students

or operating District Owned vehicles MUST be on CASD insurance.

1. Your supervisor will send an email to the Business Office Secretary, authorizing your addition to the list.
2. Complete the "Vehicle Agreement and Policy No. 710.1 AR3"
3. Complete the "Motor Vehicle Record Release Form No. 710.1 AR4"
4. Using the "ID Card Copy" feature on a Xerox machine, scan the front and back of your PA Driver's License. (If you do not have this feature on your copier, you will need to bring your PA Driver's License to the District Administration, Business Office to be scanned during office hours of 8 AM – 4 PM. Please make an appointment with the Business Office Secretary, X13309. This visit takes less than 5 minutes).
5. Send the two completed forms and driver's license copy through interoffice mail to the Business Office Secretary at the DAO. The Business Office will link your paperwork with your supervisor's emailed approval and run your information against the PA DMV database.
6. The Director of Support Services will email you when your name has been successfully added to the CASD insurance policy.
7. Your driver's license will be run against the PA DMV Database annually, before the renewal of the Insurance Policy.
8. As you renew your PA Driver's license every 4 years, you will need to provide a copy of the new license to the Business Office to update your file.
9. At the time when you no longer transport students, you may request to have your name removed from the insurance by contacting Bobbie Stine, Director of Support Services at bobbie.jo.stine@casdonline.org.