

VOLUNTEER DRIVER FOR FIELD TRIP

Personal Vehicle:

- Complete the online training courses for Defensive Driving and Road Rage.
- Submit a driving abstract obtained from the Department of Licensing within the last 30 days
- Complete online training course for CPR and First Aid
- Current volunteer form on file.

The above courses will be assigned to your email account through our SafeSchools Training Program.

- Once you have completed the training programs, complete form Use of Personal Vehicle to Transport Students
- Submit completed form to building office for administrative review and signature; forward to district office
- District office reviews and signs form indicating SafeSchools courses are complete and insurance coverage with required limits has been provided

District Vehicle (Staff and Volunteer Coaches ONLY):

- Complete the online training courses for Defensive Driving, Road Rage, Van Safety and Winter Driving.
- Submit a driving abstract obtained from the Department of Licensing within the last 30 days
- Submit a copy of current/valid driver's license
- Provide proof of current and valid CPR and First Aid Training.
- Schedule the Observation Ride with the Transportation Department

The above courses will be assigned to your email account through our SafeSchools Training Program.

Application For:

- District -Type II
- Personal

Port Townsend School District Transportation Application Instructions – PTSD Staff

Thank you for your willingness to transport students for school events. Port Townsend School District has policies and procedures in place to ensure the safety of our students and staff. All required documents and training must be received prior to transporting students.

- **Driving Abstract - YEARLY**
Attach the original driving abstract obtained from the Department of Licensing within the last 30 days and present it with this packet of information. This may be done in person or online once a year.
- **Safety Training Course – EVERY TWO YEARS**
If operating a vehicle you must complete an online transportation safety training course provided by Port Townsend School District. If operating a District Vehicle, you must take all of the courses below.
 - District Vehicle** (Defensive Driving, Road Rage, Van Safety and Winter Driving)- 75 minutes
 - Personal Vehicle** (Defensive Driving and Road Rage) – 35 minutes
- **First Aid – EVERY TWO YEARS**
 - Provide proof of current and valid CPR and First Aid training. **(If operating District vehicles)**
 - Volunteer driving personal vehicle must pass and complete CPR and First Aid refresher course provided by Port Townsend School District.
- **Provide a Copy of Driver’s License**
Attach a copy of your current driver’s license. This helps to verify identity during the background check. The District requires that volunteer chaperones be at least 21 years old. Volunteer chaperones who transport students in vehicles must be at least 25 years of age and have a minimum of 3 years driving experience.
- **Provide Insurance Coverage Information for Operating a Personal Vehicle- YEARLY**
Attach a copy of your insurance coverage with minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limit of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage), automobile medical payments or Personal Injury Protection Coverage and uninsured motorist coverage.
- **Personal Vehicle Inspection Form – YEARLY**
- **District Vehicle Authorization (STAFF & VOLUNTEER COACHES ONLY) – ONE TIME ONLY**
Once all the required documents are received the District Office will notify the Transportation department that the District Vehicle Authorization can be completed. This includes a driving observation by the Transportation trainer.

Please submit the following documents in order to be on the volunteer list:	
Original Department of Licensing Driving Abstract (\$13.00)	
Safety Training Course(s)	Date Completed:
First Aid/CPR	
Copy of Driver’s License	
Proof of insurance	
Personal Vehicle Inspection Form	
District Vehicle Authorization (includes driving observation)	

Port Townsend School District No. 50 complies with all federal and state rules and regulations, and does not discriminate in any programs or activities on the basis of race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression of identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Further, the district will provide equal access and opportunity to meet to the Boy Scouts of America and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination:

Compliance Coordinator for State Law (RCW 28A.640/28A.642): Sara L. Bonneville, 1610 Blaine St. (360)379-4603. Section 504/ADA Coordinator: Patrick Kane, 1610 Blaine St. (360)379-450; Title IX Coordinator: Scott R Wilson, 1500 Van Ness St, Port Townsend, WA (360)379-4520