

Application for:

- Personal Vehicle
- District-Type II/Van (District Staff/Coaches only)

## Port Townsend School District Vehicle Driver Requirements to Transport Students

Volunteers and employees must be approved to transport students by following the steps outlined below. Volunteers may only be approved to transport students in a private vehicle; school employees may also be approved to transport students in a district vehicle.

<b>Name:</b>	<b>Email:</b>	<b>Phone:</b>
--------------	---------------	---------------

Documents Required for 1 <sup>st</sup> Time Approval to Drive Port Townsend School District Students	
<b>Applicant Required Documents for All Drivers:</b>	<input type="checkbox"/> <b>Non-Employee Applicants:</b> Must complete and pass the <b>BIB</b> online background check <input type="checkbox"/> Applicant is 25 years of age or older <input type="checkbox"/> Applicant has been driving a minimum of 5 years <input type="checkbox"/> Applicant provides copy of valid First Aid / CPR card <input type="checkbox"/> Applicant provides copy of Driver's License <input type="checkbox"/> Applicant provides copy of DOL Driving Abstract – DOL fee required / <b>Full Record</b> *Can be obtained at: <a href="http://www.dol.wa.gov/driverslicense/drivingrecord.html">http://www.dol.wa.gov/driverslicense/drivingrecord.html</a>
<b>Additional Applicant Documents for Personal Vehicles:</b>	<input type="checkbox"/> Personal Vehicle Inspection Form <input type="checkbox"/> Applicant provides a copy of insurance coverage with minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate. Must also have uninsured motorist coverage.

District Assigned Training Courses			
<b>District Assigned On-line Safe School Training Courses (Sent via Email)</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> CPR (if needed)  <input type="checkbox"/> First Aid (if needed)  <input type="checkbox"/> Defensive Driving               </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Road Rage  <input type="checkbox"/> Van Safety (Dist. Employee/Coaches)  <input type="checkbox"/> Winter Driving               </td> </tr> </table>	<input type="checkbox"/> CPR (if needed) <input type="checkbox"/> First Aid (if needed) <input type="checkbox"/> Defensive Driving	<input type="checkbox"/> Road Rage <input type="checkbox"/> Van Safety (Dist. Employee/Coaches) <input type="checkbox"/> Winter Driving
<input type="checkbox"/> CPR (if needed) <input type="checkbox"/> First Aid (if needed) <input type="checkbox"/> Defensive Driving	<input type="checkbox"/> Road Rage <input type="checkbox"/> Van Safety (Dist. Employee/Coaches) <input type="checkbox"/> Winter Driving		

**Authorized drivers are required to complete the Renewal process every two years.**

Renewal Required - Every 2 Years	
<b>Applicant Required Documents for All Drivers:</b>	<input type="checkbox"/> <b>Non-Employee Applicants:</b> Must <b>renew/complete</b> and pass the <b>BIB</b> online background check <input type="checkbox"/> All Applicant's provide an <b>updated</b> copy of Driver's License <input type="checkbox"/> All Applicant's provide an <b>updated</b> copy of DOL Driving Abstract – DOL fee required / <b>Full Record</b> <a href="http://www.dol.wa.gov/driverslicense/drivingrecord.html">http://www.dol.wa.gov/driverslicense/drivingrecord.html</a>
<b>Additional Applicant Documents for Personal Vehicles:</b>	<input type="checkbox"/> Personal Vehicle Inspection Form <input type="checkbox"/> Applicant provides an <b>updated/current</b> copy of insurance coverage with minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate. Must have uninsured motorist coverage.  <p style="text-align: center;"><b>** All applicants will be assigned the same Safe School Training Courses noted above for renewal. All Training must be completed prior to renewal of authorization to drive students.</b></p>

I have reviewed the above information and this applicant and/or vehicle are approved for transporting students on district business or field trips.

\_\_\_\_\_  
Signature of Transportation Supervisor / District Designee

\_\_\_\_\_  
Date

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, honorable 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 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 per State law (RCW 28A.640/28A.642)/Title IX Coordinator: Darrell Thomas (360) 680-5767, 1610 Blaine St, Port Townsend, WA 98368.  
Section 504/ADA Coordinator: Shelby MacMeekin, (360) 680-5762, 1610 Blaine St, Port Townsend, WA 98368.