

BELLEVUE SCHOOL DISTRICT
Procedure 2320P – Exhibit G

Effective Date: ~~January 1, 2015~~ 6.19.17

DRIVER AUTHORIZATION FORM

In order to drive a Bellevue School District vehicle, leased vehicle and/or my personal vehicle to transport Bellevue School district students, I agree to allow the BSD to request my Motor Vehicle Record from the Department of Licensing in order to determine authorization to transport BSD students to school events, activities and on field trips.

I have attached a copy of my Driver's License

WA Driver's License #: _____ Date of Birth: _____

Printed Full Name: _____

I understand in order ***to drive my personal vehicle to transport Bellevue School district students***; the Bellevue School District requires proof of insurance.

I have attached a copy of my Proof of Insurance

I am a Bellevue School District Employee

Work Location: _____ Employee ID #: _____

Personal Phone #: _____ Work Phone #: _____

I am a Bellevue School District Volunteer / Parent

Personal Phone #: _____ Work Phone #: _____

BSD Designee Printed Name: _____ BSD Designee Work Phone #: _____

BSD DESIGNEE SIGNATURE

DATE

Approvals are good for one school year, and must be resubmitted every new school year. This is not a guarantee of approval. Your BSD Designee will receive notice once you have been approved. Please allow two (2) business weeks for processing. **Send this signed form and all attachments to BSD Transportation Department when complete.**

I hereby authorize the Bellevue School District to request my Motor Vehicle Records from the Department of Licensing.

DRIVER SIGNATURE

DATE

TRANSPORTATION SIGNATURE

DATE

Individuals Transporting Bellevue School District Students

Individual Authorization to drive students:

- 1) Individuals must be authorized by the BSD Transportation Department prior to driving a vehicle with students other than their own children.
- 2) Individuals must be at least 21 years of age and hold a valid Washington State Driver's License.
- 3) A spreadsheet with authorized drivers will be maintained by the BSD Transportation Department and will be available for schools/departments to access.
- 4) An individual's driver authorization will be valid for one (1) school year. The year, as defined by the Bellevue School District is from October 1st to the following September 30th. For example, October 1, 2017 through September 30, 2018 is one year.
- 5) Approval process includes:
 - a. A BSD Point of Contact will submit form 2320 P Exhibit G: Driver Authorization Form to the BSD Transportation Department.
 - b. The BSD Transportation Department will submit a request to the Washington State Department of Licensing for the Motor Vehicle Records.
 - c. After the Motor Vehicle Records are received and reviewed, the BSD Point of contact will be notified if the driver is authorized.
- 6) **Students with a valid driver's license may drive themselves to school activities under the following conditions:**
 - a. Students with a valid driver's license may drive themselves to school activities, events, and field trips during instructional time. Students are prohibited from driving other students to school activities, events and field trips during instructional time.
 - b. Students who are participants in extra-curricular and/or co-curricular activities outside of instructional time may drive themselves to events and competitions if authorized by the activity advisor or coach and principal or designee. Students are prohibited from driving other students to these events or competitions.
 - c. Students who will be driving themselves to school activities as described in a. and b. above, must complete the top two sections of this form (Driver Authorization Form) and return the completed form to the principal or designee. The school will retain completed forms for each school year.

Trip procedures for individuals driving students in district or leased vehicles:

- 1) All passengers must use seat belts.
- 2) Must have an active cellular phone available.
- 3) All luggage shall be stored and secured in a safe location.
- 4) Trips shall not depart later than what would provide an anticipated arrival time to the destination by 1:00 a.m.
- 5) Trips going over mountain passes from November through April shall have chains in the vehicle and shall not begin a trip over a mountain pass anytime there is a winter storm warning or if chains are required in a mountain pass.
- 6) Students shall not be dropped off at a location other than the termination point of the trip without prior authorization.
- 7) Coaches/Teachers/Volunteers participating in an all-day event (greater than 6 hours) shall not drive longer than 3 hours on the same day.

Date: 6.19.17