Wenatchee School District
2020-2021 Motor Pool Authorization Checklist

Staff Name: _____ Date: _____
(Last/First/MI)

Drivers License # _____ Location Site/School _____

Each school year, you must provide the Transportation Department with a copy of the following documents before driving a motor pool vehicle and meet the criteria listed below. Please check the correct response and return this check-off sheet along with the required documents.

- A valid driver's license
- Proof of insurance
- A valid and current First Aid Card
- A signed authorization for the Transportation Director to obtain an Abstract of your drivers license from the Department of Licensing.

	Yes	No
❖ Has your driver's license been suspended or revoked within the last five years?	_____	_____
❖ Have you had three or more speeding tickets including driving too fast for conditions within the last five years?	_____	_____
❖ Have you been convicted or undergone a deferred prosecution for any misdemeanor, gross misdemeanor or felony that is related to the duty of driving students?	_____	_____
❖ I am physically able to maneuver and control said district vehicles under all driving conditions.	_____	_____
❖ I am physically able to use all hand/foot operated controls and equipment found on said district vehicles.	_____	_____
❖ I am physically able to perform routine vehicle safety inspections and necessary emergency roadside services.	_____	_____
❖ I have sufficient strength and agility to maneuver inside said district vehicle to provide assistance to students in evacuating the vehicle in the event of an emergency.	_____	_____

Employees whose job assignment or supplemental contract requires the regularly scheduled transportation of students in vehicles with seating capacities of ten or fewer, the district must have a certified abstract of the driving record of the employee before the employee transports students. <u>Employees are responsible for reporting any potentially disqualifying offenses.</u>

I acknowledge that I have received, read and understand the Wenatchee School District Motor Pool Operations and Procedure Manual and I have watched the pre-trip video.

_____ _____
Staff Signature Date