

## **DRIVER AUTHORIZATION FORM**

I understand in order to drive a Bellevue School District vehicle, leased vehicle and/or to drive my personal vehicle to transport Bellevue School district students, I must not have incurred more than two speeding tickets in excess of ten miles per hour over the speed limit, within the past 2 years.

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 with the minimum coverage of \$100,000/\$300,000 bodily injury liability and \$100,000 property damage or \$300,000 combined single limit insurance for my personal vehicle.

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 Bellevue School District 405 to request my Motor Vehicle Records from the Department of Licensing.

\_\_\_\_\_  
DRIVER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TRANSPORTATION SIGNATURE

\_\_\_\_\_  
DATE

## **Individuals Transporting Bellevue School District Students**

### **Individual's 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.
- 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.

### **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 at a time 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 pass anytime there is a winter storm warning or chains are required.
- 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: 9.14**