

GRANITE FALLS SCHOOL DISTRICT

PERSONNEL

POLICY 4054: AUTHORIZED DISTRICT DRIVERS

Any person intending to drive a district-owned or operated vehicle or transport staff or students in any vehicle must be 18 years of age or older and possess a current, valid Washington State Driver's License.

All employees intending to drive students must have an annual driver abstract.

The District shall annually require driver abstracts for all volunteers who will 1) drive any district-owned or operated vehicle, or 2) transport staff or students in any vehicle on school business. All driver abstracts shall be effective until August 31, of the school year.

The request for driver abstract shall be completed ANNUALLY by each employee or volunteer along with a copy of that person's current, valid Washington State Driver's License.

The processing fee charged by the State of Washington for driver abstracts shall be paid by the District.

Any driver transporting staff or students on school business in a non-district owned or operated vehicle shall submit a signed Approval for Use of Private Vehicle form along with a copy of proof of adequate insurance, in addition to the request for driver abstract and copy of current, valid WDL.

All required information and documents shall be submitted and returned from the appropriate agency prior to any person transporting staff or students.

Any vehicle used to transport staff or students on school business must comply with all state laws and regulations pertaining to mechanical soundness, safety or operation and approved seatbelt-restraining devices for each passenger.

Reference: While participating in various school-sponsored activities, students and staff are at times transported in vehicles other than District School Buses. Such vehicles may be District owned or operated, or personal vehicles owned by staff or authorized volunteers. To properly manage the property and liability risks arising from such alternatives concerning students and staff, the above rules/standards/procedures shall be enforced, in accordance with the Districts insurance.

Legal Reference: WAC 180-20

ADOPTED: FEBRUARY 8, 1993

AMENDED: NOVEMBER 14, 1995

APRIL 27, 2000