

POLICY 4054 PROCEDURES

All persons expecting to drive district-owned or operated vehicles, or persons expecting to transport staff or students in a private vehicle must submit the following information to the Business Office prior to such activity: A copy of current, valid Washington State Driver's License; a completed and signed request for driver abstract; if using private vehicle, complete and sign an Approval for Use of Private Vehicle Form; if using private vehicle, a copy of proof of adequate insurance.

Driver abstracts must be returned from the Washington State Department of Licensing PRIOR to operation of any district-owned or operated, or private vehicles for school business or the transport of district staff or students.

All driving privileges will be suspended if the driver's record shows violations that, according to the rating scale in effect, subject the driver to immediate suspension of driving privilege.

The rating scale shall be as follows:

No person shall be authorized to drive district vehicles or transport staff or students for any school function who, in the preceding three (3) year period:

1. Has been convicted or cited by Lawful Authority (unless found 'not guilty') for violation involving:
 - Hit and Run Driving
 - Driving While Intoxicated or Under the Influence of Narcotics or Dangerous Drugs
 - Reckless Driving
 - Negligent Driving
2. Has had their driving license privilege suspended or revoked by a court or authorized agency.
3. Has accumulated twenty (20) or more points from traffic violations.
4. Has a 'Failure to Appear' on their record. Such persons have thirty (30) days to have it removed by court action.
5. Employees will be required to submit a driver's abstract ANNUALLY. All driver information will be valid from September 1 to August 31 of each year. All rating scales will be updated October 1 of each school year for updates/review of driving records.

Points for driving violation convictions are assessed as follows:

Ten (10) points each:

Disobey school patrol
Failure to stop
Following too close
Passing stopped school bus
Speeding 15+ MPH in excess of posted limit
Disobey signalman or officer
Failure to yield Right of Way
Improper overtaking or passing
Speeding too fast for conditions
Violating license restrictions

Eight (8) points each:

Failure to use due care
Straddling centerline
Improper turn
Improper lane change
Drive left of centerline

Six (6) points each:

Driving without lights

Impeding traffic

Speeding 1-14 MPH in excess of posted limit

Obstructed vision

Disobeying road sign

Four (4) points each:

Prohibited turn

Improper lane travel

Improper signal or failure to signal

Wrong way on one-way street

Improper backing

Failure to dim headlights