



FORM FACTS

Who: All employees whose regular duties include driving a District vehicle or rental vehicle for the Klamath School District. All other employees/volunteers who occasionally operate a District vehicle while conducting District business.

What: Information necessary to determine an employee's or volunteer's eligibility to drive on behalf of the District. Additional requirements are necessary for staff and/or parent volunteers to be determined eligible in the transportation of students.

When: Completed prior to any District travel.

Why: Individuals driving on behalf of the District must be covered by the District's liability insurance, must have valid Driver's License.

Where: Submit this form to your Supervisor or designee.

Driver Information

Name _____ Date of Birth _____
First Middle Initial Last MM/DD/YYYY

Driver's License Number: _____ State of Issue: _____

School and/or Department: _____

Please attach a photocopy of your current valid Driver's License.

Certification

All drivers must certify as to the following:

- I have a valid Driver's License and will comply with all speed limits, traffic laws, and ordinances.
I am currently at least 17 years of age.
I understand that operating a District vehicle in an unsafe manner may result in revocation of District driving privileges.
I am aware the District vehicles are equipped with a GPS tracking system.
I understand that if my position requires or includes the transportation of students, additional requirements apply.
I understand that the District will check on the status of my Driver's License at their discretion.
I have received and read the Vehicle Use Procedure.

Employee/Volunteer Signature: _____ Date: _____

Office Use Only

Received: _____ Approved []

Processed: _____ Disqualified []

Supervisor/Designee Signature: _____