



Administrative Form 7576
ANNUAL REQUEST TO TRANSPORT STUDENTS

Responsible Office: Department of Transportation

1. Instructions for Completing Form:

- a. Approval must be received annually for all drivers who transport students (other than the driver's own child(ren)). This includes District employees who may operate any motor vehicle owned, leased, rented or otherwise obtained using Washoe County School District ("District") funds to transport students.
 - i. In accordance with Administrative Procedure 7340, Renting a Vehicle While on District Business, "an employee must elect [to purchase] the [full] insurance option for physical damage to the rental vehicle."
- b. The following documents are required prior to processing of this application:
 - i. District Employees:
 1. A copy of your District Identification card.
 2. A printout of your 10 year Nevada DMV record provided from a state DMV office, requested within the last 30 days. (Please note: only one 10 year DMV printout is required per school year. A violation code of 400 and above will result in an automatic denial. If you have not had a license in NV for 10 years, a copy of the previous state's 10 year driving record and your 10 year NV DMV record must be attached.)
 3. If You Will Be Driving a Privately Owned Vehicle: A printout of your current auto insurance declaration page including liability limits. (Limits below \$100,000/300,000 will be denied).
 4. If You Will Be Driving a District Vehicle: A copy of your District- issued Defensive Driving Certificate.
 - ii. Volunteers:
 1. A current copy of your Nevada Driver's License.
 2. A printout of your 10 year Nevada DMV record provided from a state DMV office, requested within the last 30 days. (Please note: only one 10 year DMV printout is required per school year. A violation code of 400 and above will result in an automatic denial. If you have not had a license in NV for 10 years, a copy of the previous state's 10 year driving record and your 10 year NV DMV record must be attached.)
 3. If You Will Be Driving a Privately Owned Vehicle: A printout of your current auto insurance declaration page including liability limits. (Limits below \$100,000/300,000 will be denied).
 4. A copy of your "approved" volunteer application, to include fingerprinting.

2. General Procedures

- a. Specific requirements and restrictions are defined in Administrative Regulation 7545.2, Operation of Motor Vehicles for District Purpose. Please read all instructions carefully before signing this request.
 - i. Additional information related to student travel can be found in Administrative Manual 5310, Student Travel Procedures.
- b. An applicant may not transport students unless an approved copy of this form is in his/her possession.
- c. Allow one (1) week for the Transportation Department to process this request.
- d. Only District employees may drive District owned/leased/rented vehicles.
- e. Private vehicles may not be used by any driver to transport students out of the State of Nevada with the exception of the Lake Tahoe basin, to include the Truckee/Donner Pass areas, except to transport the driver's own children.

SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTS TO:

Washoe County School District
Department of Transportation, Excursions – White Fleet Yard
1980 Kleppe Lane, Sparks Nevada 89431
Phone 337-7706

DRIVER'S NAME: _____ **SCHOOL/DEPT:** _____

Check that the required documents are attached.

DISTRICT EMPLOYEE	VOLUNTEER
___ A copy of District Identification card.	___ A current copy of Nevada Driver's License
___ A printout of your 10 year Nevada DMV record provided from a state DMV office, <u>requested within the last 30 days.</u> Please note: only <u>one</u> 10 year DMV printout is required per school year. A violation code of 400 and above will result in an automatic denial. If you have not had a driver's license in NV for 10 years, a copy of the previous state's 10 year driving record and applicant's 10 year NV DMV record must be attached.	
___ If You Will Be Driving a Privately Owned Vehicle: A printout of your current auto insurance declaration page including liability limits. Limits below \$100,000/300,000 will be denied.	
___ If You Will Be Driving a District Vehicle: A copy of your District-issued Defensive Driving Certificate.	___ A copy of your "approved" volunteer application, to include fingerprinting.

I certify that the information provided is current and correct to the best of my knowledge. I also understand that this approval, if granted, will expire at the end of the current school year or the date of expiration for the attached insurance declaration or driver's license, whichever expires first.

SIGNATURE OF DRIVER: _____ DATE: _____

ADMINISTRATOR'S CERTIFICATION

Initial One or Both of the Following Statements, as Appropriate:

___ I certify that this District employee is approved, by me, to transport students in a District owned/rented or private vehicle for trips as needed.

___ I certify that this volunteer is approved, by me, to use a private vehicle to transport students for trips within the state of Nevada, Lake Tahoe Basin and Truckee area.

ADMINISTRATOR'S SIGNATURE: _____ DATE: _____

TRANSPORTATION USE ONLY BELOW THIS LINE

Date Received: _____ Expiration Date: _____

Insurance Exp.: _____ NV DL Exp.: _____

Request Is: Approved: _____ Denied: _____ Reason: _____

Director Of Transportation: _____