

Kennewick School District No. 17

EMPLOYEES AND NON-EMPLOYEES USING PERSONAL OR RENTAL VEHICLES TO TRANSPORT STUDENTS

To ensure the safety of students and to protect the district from loss, the transportation of student(s) to extra-curricular activities normally requires the use of a school bus and driver. However, under certain circumstances the use of non-school vehicles for transporting student(s) to extra-curricular activities is permitted providing the following criteria is met:

1. The following forms must be completed in total and approved prior to departure. Normally the form should be completed two weeks in advance.
 - F-1 2320 Employee Request for Student Travel
 - F-2 2320 Student Emergency Information
 - F-3 2320 Employee & Non-Employee Using Personal or Rental Vehicles To Transport Students
 - F-4-2320 Employee & Non-Employee Authorization To Drive Vehicles & Transport Students
 - Kennewick School District WSP Volunteer Application
2. A maximum of eight (8) passengers is allowed when vans are used to transport students. Each passenger is required to wear a seat belt. The normal capacity of one person per seat belt is required when a sedan is used.
3. Students are never authorized to ride or be transported in pick-up beds or outside any vehicle. The fundamental rule is that a seat belt inside the compartment is required.
4. The driver must possess a valid Washington State driver's license.
5. The driver must be at least twenty-one (21) years old.
6. The driver must have on file with the Kennewick School District a current complete abstract from the Washington State Department of Motor Vehicles.
7. The driver must abide by all State of Washington laws; including following the authorized speed limit and requiring each passenger to be seat belted when the vehicle is moving.
8. "Student Emergency Information" (F-2 2320) must be obtained from parent(s)/guardian(s) of all students riding in the vehicle and driven by an adult supervisor.
9. The driver is responsible for the passengers to and from the approved activity. The driver is also responsible for the passengers at the activity, except when under the supervision of the advisor/teacher/coach.
10. Upon returning from any trip, the driver is responsible to ensure that the passengers are taken home or released to a school supervisor.

I UNDERSTAND THE REGULATIONS LISTED ABOVE AND AGREE TO ABIDE BY THEM.

 Driver's Date of Birth

 Valid Washington Driver's License Number

 Driver's Printed Full Name

 Driver's Signature

 Date