



## Blue Valley Driving Request Form

This form is to be completed by all employees or non-employees driving Blue Valley vehicles and/or transporting students to school sponsored activities at a school administrator's request. All persons completing this form must be at least 21 years of age, possess a valid driver's license and have at least one year experience operating a motor vehicle.

The Blue Valley School District may use GPS tracking devices on some or all District vehicles for the purpose of enhancing student safety and vehicle maintenance. The District reserves the right to use GPS tracking devices on some or all District vehicles.

### SECTION 1: (Please print)

Name \_\_\_\_\_

School/Department \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License Number \_\_\_\_\_ (Please attach copy)

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If you will be transporting students in a non-District owned vehicle at a school administrator's request, you must provide proof of current insurance on the vehicle to be used. **(Please attach copy of insurance card or policy)**

### SECTION 2:

Within the past 10 years have you been convicted of:

A felony crime?                      Yes                      No

A crime involving a child?        Yes                      No

A major traffic violation?        Yes                      No

**(For purposes of this policy, major traffic violations will be defined as driving while under the influence of alcohol or drugs (DUI), hit and run, reckless driving, vehicular homicide or any other violation which resulted in your driver's license being suspended or revoked.)**

**SECTION 3: (This section applies only to Blue Valley employees.)**

**NOTICE:** In the event that an employee who has approval from the Safety and Security Department to operate a District-owned vehicle is subsequently charged with a major traffic violation, the employee shall report to his/her immediate supervisor the major traffic violation for which the employee has been charged prior to operating district-owned vehicular equipment again. Failure to report a major traffic violation may result in disciplinary action.

\_\_\_\_\_ (Initials)

**SECTION 4:**

Signature of Prospective Driver \_\_\_\_\_ Date \_\_\_\_\_

Signature of Building Administrator \_\_\_\_\_ Date \_\_\_\_\_

- Please send completed form and any attachments to Blue Valley Safety and Security by e-mailing to [drivingrequest@bluevalleyk12.org](mailto:drivingrequest@bluevalleyk12.org) or faxing to 239-4584.
- This document will be reviewed and a driver’s license check conducted for the listed prospective driver.
- Notice of approval/non-approval will be returned to the listed school/department in the form of an e-mail to the principal or to the employee’s supervisor. Until approval is received, no person completing this form shall be authorized to drive under the previously outlined circumstances.

**For Safety and Security Use only.**

Approval: \_\_\_\_\_ YES \_\_\_\_\_ NO

Signature of Safety & Security Representative \_\_\_\_\_