

MEMORANDUM

SCOTT VALLEY UNIFIED SCHOOL DISTRICT

Name _____
circle one: approved not approved

11918 Main St, POB 687, Fort Jones, CA 96032-0687; 530-468-2727 (phone), 530-468-2729 (fax)

TO: All District Employees, Coaches, and Parent Drivers

FROM: Chris Haas, Maintenance/Operations/Transportation Supervisor
e-mail: chaas@sisnet.ssku.k12.ca.us phone: 467-3297

RE: Annual Driver Update

➤ **If you anticipate driving a personal vehicle to transport students then you must complete the following:**

- Read attached pages 1 through 3
- Complete attached page 4 "School Driver Registration Form"
- Employees** must complete page 6 "Authorization for Release of Driver Record Info"
- For Field Trips:** complete pages 7 and 8 and **return driver packet to school site**
- Attach Copy of Auto Insurance Policy that shows minimum requirements
- Attach Copy of Valid Driver License
- Attach H-6 print out of your driving record that you must get from the DMV Office.

➤ **If you anticipate driving a district vehicle for any purpose, including to transport students then you must complete the following:**

- Read attached pages 1 & 2
- Complete attached page 5 "Drivers of District Vehicles Requirements"
- Employees** must complete page 6 "Authorization for Release of Driver Record Info"
- Attach Copy of Auto Insurance Policy that shows minimum requirements
- Attach Copy of Valid Driver License
- Attach H-6 print out of your driving record that you must get from the DMV Office.

➤ **If you anticipate driving both a personal vehicle and a district vehicle then you must complete the following:**

- Read attached pages 1 through 5
- Complete attached page 4 "School Driver Registration Form"
- Complete attached page 5 "Drivers of District Vehicles Requirements"
- Employees** must complete page 6 "Authorization for Release of Driver Record Info"
- Attach Copy of Auto Insurance Policy that shows minimum requirements
- Attach Copy of Valid Driver License
- Attach H-6 print out of your driving record that you must get from the DMV Office.

PLEASE RETURN PACKET ASAP TO:

TRANSPORTATION DEPT, P.O. Box 505, Etna, CA 96027

FOR FIELD TRIPS: Return packet to school site

Call Chris in Transportation with questions at 467-3297