



PARK DISTRICT DRIVER

Manager/Supervisor's Responsibilities and Checklist

Definition- District Driver: The driver of a Park District 15 passenger van or bus (employee, student/intern, or volunteer) who operates the van/bus under the direction of the Park District. To promote safe driving practices and for the protection of District patrons, employees, interns and volunteers, drivers are required to complete the following:

1. **Employee, Intern or Volunteer Application:** Visually check to make sure that: (1) all required information has been filled out completely, and (2) the form is signed and dated.
2. **Driver's License Check/Verification:** Visually check to make sure the potential driver has a valid Washington or out-of-state driver's license. A visual check includes verification that: (1) license has not expired; (2) photo matches person; (3) driver has a minimum of two years' experience driving motor vehicles (4) driver is a minimum of 21 years of age.
3. **Background Check:** Have driver fill out the required authorization form, sign and date it. Manager to complete the background check via online or fax. If any red-flags or violations show up on the background check, the Manager will notify the Administrative Division Director who will determine whether the driver will be authorized to drive a District vehicle.
4. **Motor Vehicle Check:** Have driver fill out the required authorization form, sign and date it. Manager completes the vehicle check via online or fax. If the driver's license is from WA State, the Manager will complete number five on this form. If any red-flags or violations show up on the vehicle background check, the Manager will notify the Administrative Division Director who will determine whether the driver will be authorized to drive a District vehicle.
5. **WA State Abstract Driving Record Release of Interest Form:** If the driver's license is from WA State, the driver must fill out the "WA State Release of Interest Form", sign and date it. The Manager then must complete the District's section, sign and date it. Once the manager has this form in hand as well as the completed Motor Vehicle Check Authorization form (#4 above), the Motor Vehicle Check request can be submitted online or faxed.
6. **Completed and signed "Driver's Experience Statement Form":** Have the driver answer the questions on the form and verify the accuracy of their responses by having them sign at the bottom of the form. Note: Drivers who mark "no" in any box on the Driver's Experience Statement form must have Executive Director approval to drive a Park District 15-passenger van or bus.
7. **Completed Training and Orientation:** (1) Provide proof of completing and passing any assigned District online Safe Personnel training and (2) completed and passed the District's in-person training and orientation prior to any assigned driving assignments. **Required SafePersonnel trainings include but are not limited to:** Bloodborne Pathogen Exposure Prevention; Bloodborne Pathogen Clean-up Spill; Fire Extinguisher Safety; 15 Passenger Van; City Driving; Defensive Driving; Distractive Driving; Winter Driving; (supervisor to determine if Winter Driving is required) and District Credit Card Procedures.

8. **Documentation:** A copy of the above completed forms will be placed in the driver's vehicle file, with the exception of background checks which are located in the driver's personnel, volunteer, or intern file. The name of any person who has all documentation completed and is authorized to drive a District vehicle will be placed on the District's "Driver's Authorization List" located at the Strawberry Hill Administrative Office and the District server under "District Forms".

Driver must complete background check, training, and orientation no less than every 3 years, or as directed by Manager.

Driver's Name: _____ (Print)

Manager's Name: _____ (Print)

Manager's Signature: _____ Date: _____