



## REQUIREMENTS FOR TRANSPORTING STUDENTS IN A DISTRICT CAR OR VAN

Prior to signing out a district car or van to transport students, the driver must be approved as a qualified driver. The approval process can take between 10 to 20 days, depending on the turn around time from the Secretary of State. Requirement guidelines are as follows:

1. PROCEDURE
  - a. A driver/candidate must submit the application information (below) to Central Office. He/she must also submit a photocopy of a current Michigan driver's license and valid proof of insurance. If the process is not completed before the required date, the request will be denied.
2. GUIDELINES FOR APPROVAL
  - a. The driver may not have more than six (6) points on their license. In addition, a driver may be denied based on "serious" infractions (i.e. driving under the influence of a controlled substance, reckless driving, etc.) regardless of the number of points on their license.
3. MAINTAINING APPROVAL STATUS
  - a. Drivers will be required to perform pre-trip inspections of the vehicle.
  - b. Drivers are responsible for the condition of the vehicle they use. Cleanliness and student discipline are the responsibility of the driver. Drivers should report any problems to Central Office after using a vehicle.
  - c. Changes in one's driving record could eliminate driving approval. It is the responsibility of the approved driver to notify Central Office of any changes in their driver's license status. Failure to do so may result in disciplinary action.
  - d. Annual approval is required.

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### APPLICATION FOR APPROVAL TO DRIVE A DISTRICT CAR OR VAN

I, \_\_\_\_\_, do hereby request approval from Saugatuck Public Schools to drive a school car or van. I understand the approval process stated above and agree to follow the guidelines stated to maintain approval status.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Michigan Driver's License #