



# *Quincy School District Transportation*

*Improving the Life Choices for All Students*

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## **TYPE 2 DRIVER LICENSING**

In an effort to assure the safety of students and staff and to meet a reasonable standard of care from a risk management perspective, our Transportation Department has developed a clearly articulated Type 2 Driver Licensing protocol. Any employee who may need to drive a district vehicle, either to transport students or for some other work-related activity will need to arrange with the Transportation Department to complete a short training course as well as the other necessary steps outlined below. The class consists of an explanation of district requirements and a presentation on defensive driving and should take no more that 20-30 minutes.

### **Type 2 Requirements**

Drivers must meet and continue to meet the requirements of this District as follows:

- Valid Washington State Driver's License
- Current driver's abstract for the past 5 years. Graded on the state's suggested point system of disqualifying factors (see below)
- Current and valid first aid\CPR card or equivalent (only required for individuals transporting students)
- Disclosure statement
- FBI and Washington State Patrol Criminal record check for all employees
- Successfully complete Type 2 Authorization Course through Transportation
- Proof of personal vehicle insurance

## Required Forms

Please send to the Transportation Office, Attn: Transportation Specialist, current copies of the following:

- Driver's License
- 1st Aid/CPR
- Current Insurance Card
- Annual Disclosure Form
- Driving Abstract (can be obtained at: <https://fortress.wa.gov/dol/dsdiadr/>) – Be sure to check the '**complete record**' box. Driving Abstract is valid for 3 years with no infractions on record. Driving Abstracts with violations are subject to yearly renewal. The district will reimburse the employee for the cost of obtaining the Driving Abstract.

## Disqualifying Factors

### National Safety Council Point System:

**No person shall be allowed to drive a district vehicle who:**

- In the preceding five year period, has been convicted or cited by lawful authority, (except those citations which a court or authorized administrative agency has found the applicant to be "not guilty" of), for violation of law involving hit and run driving, driving while intoxicated or under the influence of narcotics or dangerous drugs, reckless driving or negligent driving.
- Has had his/her driving license privilege suspended or revoked by a court or authorized agency in the preceding five-year period.
- Has accumulated twenty-one or more points from traffic violations in the last five year period.
- Receives a "Failure to Appear" on the Driving Abstract until this is removed by court action.

### **Current Drivers:**

- Persons who are currently employed who have accumulated **twenty-one or more points** from traffic violations, during any consecutive **five-year period**, will be subject to privileges being revoked.
- Persons who have been convicted of driving while intoxicated, reckless driving or negligent driving will have privileges revoked.
- Persons whose abstracts reflect "Failure to Appear", have thirty days to have it removed by court action. Failure to have this done will result in revoked driving privileges.

## Points are assessed on reported convictions:

10	Disobey school patrol	8	Improper lane change
10	Disobey signal person/officer	8	Driver left of center line
10	Failure to stop	8	Driver wrong side of road
10	Failure to yield right of way	6	Driving without lights
10	Following too close	6	Impeding traffic
10	Improper overtaking or passing	6	Disobey road sign
10	Running thru school bus stop paddle	6	Obstructed vision
10	Speeding	4	Prohibited turn
10	Speed too fast for conditions	4	Wrong way on one-way street
10	Violating license restriction	4	Improper lane travel
8	Failure to use due care	4	Improper backing
8	Straddling center line	4	Improper signal/failure to signal
8	Improper turn	4	Failure to dim headlights

## Renewing your Type 2 License....

- You are required to keep your CPR/1st Aid training up to date and current, every two years. You will need to forward a copy of your updated credentials to the Transportation Specialist when you take a refresher CPR/1st Aid class.
- You need to forward a current copy of your driving abstract to the Transportation Specialist every three years (or more often if required).
- You must maintain your driver's license by avoiding disqualifying driving infractions.
- If your driver's license information changes (change of home address, for example) you need to forward an updated copy to the Transportation Specialist.
- You do not need to attend the full training class again.