

15 AND 12-PASSENGER FULL SIZE VAN DRIVER

# License to Drive and Driving Experience Statement

**About this form:**

Supervisors use this form to make sure that van drivers meet the minimum legal and safety requirements to drive a van on official state business.

Drivers use this form together with DES Statewide Form – [BR.01.01.F2 Safe van driving practices acknowledgement statement](#)

**Key words:**

**Driver** means to employees, student-employees, students, and volunteers under the direction of a state agency, university, or community/technical college,

**Van** means a state-owned 15 or 12-passenger full size van.

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## Manager/Supervisor

- Complete License Check/Verification:** Visually check to ensure everyone assigned or authorized by the agency to drive a van in their possession and can present to you a license that is valid under Washington State law. A visual check will include verification that: (1) license has not expired and (2) picture matches person.
- Have Employee Answer Questions Below and Sign:** After verification of a *valid* license, have the potential van driver answer the questions below and verify the accuracy of their responses by signing at the bottom of the form. **Note:** Drivers who mark “no/don’t agree” in any box below, shall not be considered for van driver assignments. The above process and completion of this form can be repeated when a potential driver can verify by signature “yes/agree” responses to the questions below.
- Provide Education/Training:** Provide agency designated van education or training prior to the initial van driving assignment.
- Provide Documentation:** Maintain a copy of this completed form in appropriate agency files.

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## Driver

- I have a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records.
- I have at least two years of experience driving motor vehicles.
- My DOL driver record is free of all the excluding driving criteria listed below.
  - One or more suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony (within the past three years); or
  - Multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license; or
  - Six or more moving violations within a 12-month period resulting in license suspension.
- As a condition of driving a van, I agree to inform my supervisor by the next business day if my status to legally drive changes.

By signing, van drivers verify:

Driver’s Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Driver’s Signature \_\_\_\_\_ Agency/Section: \_\_\_\_\_