

# Valid License to Drive and Driving Experience Statement

*Driver refers to employees, student-employees, students, and volunteer size vans under the direction of a state agency, university, or community/technical college.*

About this form:

In an effort to promote safe driving practices for the protection of state employees, students, and the citizens and drivers in Washington State, all 15 and 12-passenger full size van drivers are required to sign this statement. By signing, van drivers verify:

1. They possess a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records;
2. They have minimum two years of experience driving motor vehicles;
3. Their Washington State (or out-of-state) driving record is free of violations (as described below) that restricts 15 or 12-passenger full size van driving assignments; and (4) they agree to advise the appropriate supervisor or manager by the next business day if their *legal* status to drive changes.

## MANAGER/SUPERVISOR RESPONSIBILITIES CHECKLIST

1. **Complete License Check/Verification:** Visually check to ensure everyone assigned or authorized by the agency to drive 15 or 12-passenger full size vans has 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.
2. **Have Employee Answer Questions Below and Sign:** After verification of a *valid* license, have potential 15 or 12-passenger full size 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 15 or 12-passenger full size 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.
3. **Provide Education/Training:** Provide agency designated full size van-15 and full size van-12 education or training prior to the initial 15 or 12-passenger full size van driving assignment.
4. **Provide Documentation:** Maintain a copy of this completed form in appropriate agency files.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 15 AND 12-PASSENGER FULL SIZE VAN DRIVER RESPONSIBILITIES

*Anyone authorized to drive a 12-passenger full size van for a state agency, university or community/technical college is required to fill out the form below by initialing each statement, and signing and dating to verify responses in the space provided at the bottom of this form.*

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. *Initials:* \_\_\_\_\_

I have at least two years of experience driving motor vehicles. *Initials:* \_\_\_\_\_

My DOL driver record is free of all the excluding driving criteria listed below. *Initials:* \_\_\_\_\_

As a condition of driving a state-owned 15 or 12-passenger full size van, I agree to inform my supervisor by the next business day if my status to legally drive changes. *Initials:* \_\_\_\_\_

## CRITERIA FOR RESTRICTING A DRIVER FROM DRIVING 15 OR 12-PASSENGER FULL SIZE VANS

1. 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
2. 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
3. Six or more moving violations within a 12-month period resulting in license suspension.

Driver's Name (Print) \_\_\_\_\_

Date: \_\_\_\_\_

Driver's Signature \_\_\_\_\_

Agency/Section: \_\_\_\_\_