

# Unified School District 320 Wamego Public Schools

1008 8<sup>th</sup> Street  
Wamego, KS 66547



785-456-7643  
Fax 785-456-8125

[www.usd320.com](http://www.usd320.com)

## USD 320 Yearly Driving Approval Form

By USD 320 Board of Education policy all employees who drive a school owned vehicle are required to have their driving records reviewed annually. You are required to complete this form below and have it returned to Jessica Gleaves, USD 320 Transportation Director, at least one week prior to driving a school owned vehicle. In the event this form is not submitted and approved prior to the need of a district vehicle, or it is denied, you will not be allowed the use of a USD 320 vehicle and the district will not reimburse your mileage for your personal vehicle use.

I am aware that motor vehicle reports may be obtained as part of USD 320's annual driver's license check. The reports may be procured by USD 320 or its insurance company representative(s) and may include personal information obtained from state motor vehicle departments, my driving record, and/or an assessment of my insurability for the insurance program.

**By signing this document, I hereby provide my authorization for USD 320 or their insurance company representative(s) to procure such information and reports to evaluate my insurability or for other permissible purposes.**

**By signing the document, I am aware that without additional training mandated by K.S.A. and those current documents on file at the DO I may not transport student/students in any USD 320 vehicle.**

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Print Name of Employee

\_\_\_\_\_  
Driver License Number

\_\_\_\_\_  
State Your License Was Issued

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Driving Approval Needed by This Date

\_\_\_\_\_  
Requested by (If Other Than Yourself)

### Please Check the Following Options That Applies to You:

I drive a USD 320 vehicle daily.

I Do Not drive a USD 320 vehicle daily, but I Do drive a USD 320 vehicle several times a year.

I Do Not Usually drive a USD 320 vehicle, but I am scheduled to drive a USD 320 vehicle on the following date(s):

Date(s): \_\_\_\_\_ to attend: \_\_\_\_\_.

Location: \_\_\_\_\_.

### Office Use Only – Do Not Write In This Box

Record Checked \_\_\_\_\_ Record Clear \_\_\_\_\_ Record on File \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_