



*Waco Independent School District
501 Franklin Avenue, Waco, Texas 76701*

AUTHORIZATION TO DRIVE / TRANSPORT STUDENTS REQUEST FORM

Teachers, coaches, other school district employees, parents, and volunteers are permitted to transport students for approved school related activities upon the request of the school principal. Employees, parents and volunteers may also drive school district vehicles or vehicles rented by the district for the purpose of transporting equipment (i.e. band equipment) upon the request of the school principal. **Authorization must be obtained through the Waco ISD Risk Management Office.**

Requirements:

1. You must be at least 21 years of age.
2. You must complete and sign the bottom portion of this form and return it to the Waco ISD Risk Management office.
3. You must attach a photocopy of your Texas Driver’s License to this form. By signing this form you authorize Waco ISD to obtain a motor vehicle report from the Texas Department of Public Safety.
4. You must attach a photocopy of your current auto liability insurance for the vehicle being used to transport the students.
5. If you are not an employee of Waco ISD, you must complete a criminal history authorization and data form. A criminal background check will be processed by the Waco ISD Human Resources Department. You may obtain this form from the school’s main office.

All requesting authorization to drive must have an acceptable driving records according the School Bus Drivers’ Evaluation Point System developed by the Texas Department of Public Safety *Texas Transportation Code Annotated §521.022 & Education Code 34.007.* (Exception: A commercial drivers’ license will not be required if the driver is not driving a commercial vehicle.)

The completion of this form and the required attachments being provided, indicate my agreement and understanding of the terms in which I am permitted to transport students for Waco ISD. It is understood that a report of my driving record will be obtained and the contents therein will be used to determine my eligibility to transport Waco ISD students or drive district owned or rented vehicles. It is further understood, if a private owned vehicle is used for school business, the District’s automobile insurance is secondary after the driver’s personal policy limits have been exhausted and if the District employee/volunteer is found to be liable should a vehicle accident occur. It is my responsibility to inform the District of any changes in the vehicle insurance coverage.

_____	_____	_____
Employee/Volunteer Name	School Campus Location/Department	School Year
Driver License No _____	Date of Birth _____	DL Expiration Date _____

Transport Student(s) in Private Vehicle/ Drive WISD Owned/Rented Vehicle

Explain Event and Provide Date(s) _____

_____	_____
Signature of Employee/Volunteer	Date
_____	_____
Signature of Campus Principal / Supervisor (Required)	Date

Please return this completed form along with other documents requested to the Risk Management and Benefits Office by email or interoffice mail: Letters A-L email to Brandy.crowson@wacoisd.org and M-Z email to Alicia.rodriquez@wacoisd.org.