EMPLOYEE / STUDENT WORKER OPERATING A DISTRICT VEHICLE
Steps to Follow for Consideration and Approval of District Driving Privileges

**IMPORTANT:**
Please complete PDF fill-in forms electronically. Handwritten documents will be returned.

1. Supervisor and employee / student worker review Job Duties for need to drive a district vehicle.


3. After filling in the fields electronically: Print out the document.

4. Employee / Student Worker and Supervisor must sign and date.

5. Send completed Form B-167 to Risk Management at Mail Station 14.

6. Risk Management will submit the driver’s name and license number through the Department of Motor Vehicles (DMV) Employer Pull Notice online system.

7. Within one week, the DMV will electronically provide the driver’s Motor Vehicle Report (MVR) to Risk Management. When the MVR is obtained from the DMV, the MVR will be checked and compared to the District’s Minimum Qualifications to determine driver eligibility.

8. For the prior three (3) years of the current MVR: For drivers who have a clear driving record with NO violations or a driving record with violations within acceptable limits, Risk Management will enter their name into the MVR Shared Drive database.

9. If a driver’s MVR has a violation / violations exceeding the Board Policy standards during the prior three-year period:
   - A Declination of District Driving Privileges letter, along with a copy of the MVR, will be issued to the affected employee ONLY.

10. Confidential information will be released to the employee / student worker ONLY.

For Policies regarding Vehicle Use / Driver Authorization, see: Administrative Procedure 6530