



P. O. Box 603
1402 West King Street
Carson City, Nevada 89702

Telephone 775/283-2000
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ANNUAL REQUEST TO TRANSPORT STUDENTS

District employees who wish to operate any motor vehicle owned, leased, rented, or otherwise obtained, using District funds to transport students, must be approved annually. Please read all instructions carefully before signing this request. District employees may not transport students in District vehicles unless they have provided and completed the requirements listed.

Private/personal vehicles MAY NOT BE USED AT ANY TIME to transport students.

Only DISTRICT EMPLOYEES may drive district owned, leased or rented vehicles (“Employee” is defined as any person receiving compensation from the Carson City School District or officially listed on the CCSD NIAA approved coaching roster). Employees must be finger printed, have a background check on file in Human Resources, annually provide a current DMV Driver History print out, annually complete & sign a copy of this form, and annually complete the approved CCSD Defensive Driving course.

NOTE: School Administrators must sign this request form for all employees transporting students to/from their school site.

DRIVER’S NAME: _____ **SITE:** _____

- Please attach a copy of your current DMV Driver History (go to www.dmvnv.com).
- You must make arrangements through the Transportation Department, ext. 1950, to take the Defensive Driving course online within 30 days from submission of these documents.

I CERTIFY THE INFORMATION PROVIDED IS CURRENT AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THIS AUTHORIZATION IS GOOD FOR THE CURRENT SCHOOL YEAR ONLY. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN DENIAL OF VEHICLE USE PRIVILEGES.

Driver’s Signature: _____ Date: _____

ADMINISTRATOR’S CERTIFICATION

I certify that this district employee had my approval to transport students in a CCSD vehicle, for athletic & event trips, for the current school year.

Administrator’s Signature: _____ Date: _____

Return Completed Form and all attachments to the CCSD Transportation Department.