

# Regular and Occasional Non-School District Driver Checklist

## Purpose

This checklist should be used prior to any staff transporting children either in a personal vehicle or an agency vehicle on either an occasional or regular basis.

## Procedure

Drivers must complete this Checklist prior to each trip driving children and must obtain and submit to Center Administrator annually a 5 year Motor Vehicle Abstract and a Washington State Patrol Background Information Check. Center Administrator must review all documents and keep on file.

## Driver Screening Requirements

Name of Driver: \_\_\_\_\_

Yes	No	Please respond to each item with a yes or no answer.
-----	----	--

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | I am older than 21 years of age.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I have a valid Washington State driver's license.   |
| <input type="checkbox"/> | <input type="checkbox"/> | License # _____ Exp. Date: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | I am aware that ECEAP is a drug and alcohol free environment. I understand that I am not to be under the influence of alcohol, controlled substances, over the counter medication (OTC), or prescription drugs, or any medication or substance that could impair my ability to drive. |

## Vehicle Inspection

Yes	No	Please respond to each item with a yes or no answer.
-----	----	--

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | There is a working seat belt for the driver and each passenger, including appropriate child restraint systems (e.g. car seat and/or booster seat) as required by Washington State law, and the wearing of seat belts and appropriate restraints by all is enforced. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle's brakes, including the emergency brake, are in good working order.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle's tires have legal tread depth (at least 3/32").  |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle's brake lights, turn indicators, and headlights are in good working order.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle's windows are clear and provide an unobstructed view for the driver.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle has functioning rear view mirrors (center and left side).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle has no other physical defects that would interfere with the safety of the driver and passengers.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicle has a rated capacity of ten passengers or less.   |
| <input type="checkbox"/> | <input type="checkbox"/> | If vehicle has dual airbags, children 12 and under or small persons will not be seated in front passenger seat.   |

