



Catalina Foothills School District #16

**STAFF DRIVER AGREEMENT
FOR USE OF DISTRICT VEHICLES**

Catalina Foothills School District has set guidelines concerning the use of district vehicles. The following staff members will be required to complete and sign a Staff Driver Agreement form for use of a district vehicle:

- Maintenance
- Groundskeeper
- Inventory Control & Document Distribution Coordinator
- Anyone driving district vehicles for field trips
- All others who may drive a district vehicle

This agreement must be filled out and submitted to the Business Office **prior** to driving a district vehicle, including for use on field trips. **Only district employees are allowed to drive district vehicles.** Only one agreement is needed for each fiscal year even though a staff member may drive a district vehicle more than once during that year.

THIS FORM MUST BE ON FILE FOR ANYONE DRIVING A DISTRICT VEHICLE.

(Please print ALL information)

Name: _____

Address: _____

Home Phone Number: _____

Are you least 21 years of age? Yes No (Drivers may not be under 21 years of age.)

Current Arizona driver's license number: _____

State License Number Expires

Have you had three or more moving violations in the past three years? Yes No

If yes, please give dates and explain: _____

I have reviewed all material provided by the district and agree to abide by all state and local traffic regulations. Including, but not limited to, obeying posted speed limits, making complete stops at all stop signs and red traffic lights, observing required driving distances between vehicles (avoiding tailgating), making safe lane changes, as well as using required turn signals. I will not engage in aggressive driving practices. I also agree to require everyone in the vehicle including myself, to wear a seatbelt at all times while the vehicle is in transit.

I understand that under no circumstances am I permitted to use a mobile phone or a similar device while driving.

Driver's Signature

Date

School Official's Signature

Date

How to obtain a copy of your Drivers License Motor Vehicle Record

Before you start, you must:

- Establish a secure account at servicearizona.com
- Have a credit card ready in order to electronically pay
 1. Go to <http://servicearizona.com>
 2. Select “Motor Vehicle Record – Title and Registration” in the large box
 3. Set up your account by following the prompts
 4. At the top of the next screen, select “Other Services” from the blue. Toolbar and “Records: Driver License Record”
 5. From the “Type of Driver License Record Desired” menu, select “39 Month Uncertified MVR” from the drop-down menu
 6. Pay the fee - \$3.00
 7. View and print the MVR results
 8. Attach the record to the staff Driver form