

Lewisville Independent School District
Driver's License Check
2010-2011 SCHOOL YEAR

If you drive a school vehicle or drive your personal vehicle on school business, your driving record **must be** checked each year.

Please complete this form and forward to the Insurance Office at the Administration Building **before** you drive any school vehicle or do school business with your personal vehicle. Note: the approval process takes approximately two weeks, so you must allow this time prior to your scheduled event.

PLEASE PRINT

Name: _____ Date: _____

Driver's License Number: _____ State: _____

Date of Birth: _____ Campus: _____

I hereby authorize Lewisville School District to run a DMV check for employment purposes or school related business which requires me to drive a district vehicle/personal vehicle for school business. I will not participate in the above action until this has been cleared by the Insurance Office.

Signature of applicant/Authorized Signature Date

**This form must be used to submit a driver's license check.
A copy of your driver's license is not acceptable.**

Use of Personal Vehicle for Business: The use of personal vehicles for school business, including the transportation of students, is recognized as unavoidable and necessary. To avoid confusion and to limit the potential liability to the District, the following, must be understood and complied with:

- If an employee uses their personal vehicle, the employee's auto insurance is the primary carrier in the event of an accident. The District's auto carrier will be secondary.
- All employees driving a District vehicle or using their own vehicle for District business must have their driving record checked. A check of the employee's driving record for the past three years will be done.
- Employees are not qualified to operate a Lewisville ISD vehicle or a privately owned vehicle on school business if they have:
 - Three moving violations, three accidents, one DWI, or one BTR (Breath Test Refusal) for the past 36 months.
 - Lost state of Texas driving privileges by reason of revocation, suspension, withdrawal, or denial of license to drive. When the driving license is renewed, the employee may again submit for approval to drive.

Please contact our office (469-948-8067) if you have any questions. Fax number is 972-350-9362.