

**SCHOOL BOARD ADMINISTRATIVE RULE  
School District of Holmen  
Holmen, WI 54636**

**FILE: 753  
SUPPORT SERVICES**

**SCHOOL OWNED VEHICLES**

**Philosophical Foundation:**

School vehicles are purchased for school purposes only and should not be used for personal use by employees.

**Administrative Rule Provisions:**

School owned vehicles include buses, vans, utility vehicles and pickup trucks. These vehicles will be used for transportation needs in accordance with established guidelines as determined by the Transportation Supervisor, Program Supervisor, and School Administrator.

The Program Supervisor or School Administrator must approve all transportation requests for transporting students. The supervisor or administrator authorizes that the driver operator has on file:

1. A completed Alternative Vehicle Driver Background Check and Contract Form (Wisconsin Department of Public Instruction) (Attached Copy)
2. Criminal background check
3. Drivers record check (DOT)
4. Evidence of a medical examination

Other employee drivers that are not employed as a driver for the district must have on file:

1. Criminal Background check
2. Drivers record check
3. Medical Examination

If a school district employee owns a vehicle, in order to transport students the vehicle and employee must comply with the following additional requirements prior to taking the trip.

1. Submit a copy of vehicle insurance. Minimum required: \$10,000 property damage liability, \$75,000 for each person, and \$150,000 for each accident, seven or less people per vehicle and \$200,000 for each accident, eight to fifteen people per vehicle.
2. Submit a copy of an annual vehicle inspection report.

If a person volunteers, without request, solicitation or approval by the district, to transport students in their own vehicle and receives no compensation, or if the person is only transporting their own child, the district is not providing transportation. If a district plans an activity and makes arrangements with parents to voluntarily transport student(s), then the district is considered to be providing transportation. The above requirements would apply to the volunteer.

Depending upon the vehicle driven, the driver may be required to have a valid driver's license with the appropriate commercial driver license endorsement.

- Legal Ref: WI Statute 121.52 Vehicle, operator and driver requirements  
 WI Statute 121.53 School bus insurance  
 WI Statute 343.12 School bus operators to obtain special authorization
- Cross Ref: Employee Handbook: Part 1 Section 3 – Operators of District Vehicles, Personal Vehicles, and Mobile Equipment  
 Expense Reimbursement Policy, 671.2  
 Alternative Vehicle Driver Information Request Form  
 School District of Holmen Driver Information Form
- Approved: December 17, 2001  
 Revised: February 19, 2007  
 Revised: October 15, 2007  
 Approved: October 29, 2007  
 Revised: October 9, 2013  
 Approved: October 28, 2013

# FORM #1

**SCHOOL DISTRICT OF HOLMEN  
ALTERNATIVE VEHICLE DRIVER  
BACKGROUND CHECK AND CONTRACT FORM  
Wisconsin Department of Public Instruction**

Please print: Applicant Name

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First Name MI Last

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Driver's License Number State of Issuance

\*\*\*\*School District of Holmen Employees skip PART A and proceed to Part B – Non-District Employees MUST fill out Part A

**PART A - To be filled out by Non-District Employees**

/ /  - - - - -  
 Date of Birth Social Security Number  
(For Verification Purposes Only)

\*\*\*\*Proceed to Part B

**PART B**

YES    NO

       Have you ever been convicted of a crime or other offense listed under s.343.12(7) Wis. Stats., or Ch. Trans. 112.15 WI Admin. Code within the time frame listed on the attached list of crimes?

       Are you currently listed on any sex offender registry?

       Are you currently listed on any nurse abuse registry?

Explain "YES" answers

\_\_\_\_\_

\_\_\_\_\_

YES    NO

       Have you been a resident in another state within the previous 10 years?

If you checked "YES," list all other state(s) in which you have been a resident during the previous 10 years:

\_\_\_\_\_

\_\_\_\_\_

**Applicant Statements**

As an alternative vehicle driver, I agree to report in writing to my employer, with 10 days:

1. Any accident in which I was involved as the operator of motor vehicle regardless of who was at fault or if citations were issued:
2. Any conviction or operating privilege withdrawal listed under s.343.12(7) Wis. Stats., or Ch. Trans. 112.15 WI Admin. Code that makes the operator ineligible to operate a motor vehicle to transport pupils:
3. Any suspension or revocation of my operating privilege:

**\*\*APPLIES TO BUS DRIVERS ONLY**

1. \*\*If I hold a school bus endorsement, any incidents that would disqualify me for holding that endorsement;
2. \*\*Any cancellation of my school bus endorsement of this state or another jurisdiction.

I also understand that it is my responsibility to report any new medical condition or a medical condition that has significantly changed since my last report.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Administrator Signature - (For Parents and Volunteers)

SDH 2/11

*For Employer Use Only - Please check one*

Original Application     Social Security Check

LI Renewal     MVR Check

Criminal Background Check

## School Bus and Alternative Vehicle Driver Disqualifications

As adopted from Wisconsin Department of Transportation Form MV3740 12/2004

Effective November 4, 2004, any driver who wishes to apply for, renew or transfer a school bus endorsement or be an alternative vehicle driver must self-certify and submit to a criminal background check to ensure they have not been convicted of any of the felonies listed in the following chart. Any of these convictions can result in from two years to a lifetime disqualification from driving a school bus or alternative vehicle.

### Offenses or Crimes under s.121 .555, s.343.12(7) Wisconsin Statutes, or Chapter Trans. 112.15 Wisconsin Administrative Code

Felony	Length of Disqualification		
Abandonment of a child	Lifetime	Criminal damage to railroads	2 years
Abduction of another's child; constructive custody	Lifetime	Criminal gang member solicitation and contact	Lifetime
Abuse of vulnerable adults	Lifetime	Destruction of documents subject to subpoena	5 years
Abuse and neglect of patients and residents	Lifetime	Drug related crimes —Any of the following drug-related crimes:	**See note
Acquire or obtain possession of controlled substance by fraud or forgery — counterfeit substance or packaging	5 years	<b>**Distribution or delivery or intent to deliver or distribute are Lifetime, all others are 5 year disqualifiers</b>	
Administering dangerous or stupefying drug	Lifetime	<input type="checkbox"/> Manufacture, distribution or delivery	see above
Arson of buildings; damage of property by explosives	5 years	<input type="checkbox"/> Possession with intent to manufacture, distribute or deliver	see above
Arson of property other than buildings	5 years	<input type="checkbox"/> Possession of piperidine	see above
Arson with intent to defraud	5 years	<input type="checkbox"/> Possession — gamma-hydroxybutyric acid, gamma-butyrolactone, ketamine or flunitrazepam	see above
Assaults by prisoners	5 years	<input type="checkbox"/> Distribute or deliver or attempt to deliver or distribute an imitation controlled substance	see above
Assisting or permitting escape	5 years	<input type="checkbox"/> Conspiracy	see above
Assisting suicide	5 years	<input type="checkbox"/> Counterfeit substance	see above
Attempt to elude officer	5 years	<input type="checkbox"/> Possession	see above
Battery; substantial battery; aggravated battery	Lifetime	Distribution of controlled substances to persons under age 18	Lifetime
Battery to a pregnant woman or unborn child	Lifetime	Disarming a peace officer	5 years
Bomb scares	5 years	Endangering safety by use of a dangerous weapon	2 years
Burglary	5 years	Exposing genitals or pubic area to child Exposing a child to harmful material or harmful descriptions or narrations	Lifetime
Careless driving (out of state)	2 years	Engaging in repeated acts of sexual assault of the same child	Lifetime
Causing a child to view or listen to sexual activity	Lifetime	Falsified application	2 years
Causing mental harm to a child	Lifetime	Failure to comply with officer's attempt to take person into custody	5 years
Child enticement	Lifetime	Failure to stop after accident	5 years
Child sex offender working with children	Lifetime	Felony murder	Lifetime
Commercial alcohol	5 years	Firearm silencers	5 years
Commercial alcohol causing death	5 years	First-degree intentional homicide	Lifetime
Commercial alcohol causing great bodily harm	5 years	First-degree reckless homicide	Lifetime
Commercial alcohol causing injury	5 years	Forgery	5 years
Commercial OWI causing great bodily harm	5 years	Great bodily harm	5 years
Commercial careless driving (out of state)	2 years	Harboring or aiding felons	5 years
Commercial controlled substance felony	5 years	Hazardous commercial alcohol causing death	5 years
Commercial OWI — controlled substance	5 years	Hazardous commercial alcohol causing great bodily harm	5 years
Commercial failure to stop after accident — attended vehicle	5 years	Hazardous commercial OWI causing great bodily harm	5 years
Commercial negligent homicide intoxicated	5 years	Hazardous commercial alcohol	5 years
Commercial Implied Consent and not a drop	5 years	Hazardous commercial controlled substance felony	2 years
Commercial OWI causing injury	5 years	Hazardous commercial OWI — controlled substance	5 years
Commercial failure to stop at accident-unattended vehicle	5 years		
Commercial 0.0 not a drop	5 years		
Commercial possession of intoxicating beverage	5 years		
Commercial reckless driving	2 years		
Commercial vehicle used in commission of felony	5 years		
Commercial Operating While Intoxicated (OWI)	5 years		
Concealing death of a child (at birth)	Lifetime		
Contributing to the delinquency of a minor	Lifetime		