**Nancy Brown**

**Transportation Coordinator**

Transportation Department

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RE: Type II Driver Authorization to transport students

The following are the steps you will need to take to obtain your Type II Driver Authorization.

1. Go to SafeSchools at <http://everett.wa.safeschools.com/login>
2. Use your employee number as your username
3. Confirm your login – Click *Log Me In*
4. Click *View more courses* (blue button)
5. Scroll down to *Transportation*
6. Take the following courses:

* Defensive Driving
* Distracted Driving
* Van Safety
* City Driving
* Winter Driving

Once you have completed a course *Congratulations* will appear with a link to get your certificate.



You can print your certificate by *right clicking* on the certificate and selecting *print*.

In addition to the certificates for all 5 courses, you will need to provide copies of the following documents to Transportation:

1. Current Washington State Driver’s License
2. Current First Aid Card or Certificate of Completion
3. Current Driver’s Abstract (driving record). This can be ordered online at [www.dol.wa.gov](http://www.dol.wa.gov). There is a small fee that you can pay with debit/credit card. You will be able to print the abstract when payment is approved.
4. Criminal Disclosure Form, please get a copy from your schools office.

Once completed please send to Transportation via district mail. Please include your email address and the school you are affiliated with so the Type II Driver Authorization can be forwarded to you.

I will be happy to answer any questions you may have.

Sincerely,

Nancy Brown