
TRANSPORTATION PROFICIENCY (TRA-P005)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process of documenting drivers' proficiencies.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Training/Safety Supervisor

3.0 APPROVAL AUTHORITY:

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- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 T-02/T-03 daily documentation of all training received
- 4.2 T-01 Total hours accumulated

5.0 PROCEDURE:

- 5.1 Check ride – driver improvement form.
- 5.2 Record on T-02/T-03 for type of training
- 5.3 Update T-01 for accumulated hours received

6.0 ASSOCIATED DOCUMENTS:

- 6.1 T-01 California Department of Education Training Certificate
- 6.2 T-02 Training Record

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
T-01	On site	5 years	Discard as desired	Normal
T-02	On site	5 years	Discard as desired	Normal

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/03/04	A	Initial release

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