

San Antonio Independent School District

514 W Quincy St • San Antonio, Texas 78212 Telephone (210) 554-8540 • Fax (210) 228-3107

Human Capital Management

Driver Addition/Removal/Transfer Form - Athletics

Please complete this form and submit to Barbara Wise <u>bwise1@saisd.net</u> in the Athletic Department. Once signed, she will forward to the Office of Employee Benefits, Risk Management and Safety, via email <u>bsanchez4@saisd.net</u> or fax to 210-228-3107.

Add Employee (Check one only)	
Non CDL Driver (district vehicle only) \Box CDI	\Box Driver (drive the bus)
□ Remove Employee	
Transfer employee from Dept/Position	to
Dept/Position	Dept/Position
Employee Name:	
(As it appears	on driver's license)
Employee ID #:	
Date of Birth:	
Texas driver's license #:	Class:
Current Campus/Department:	
Organization #:	
Position:	
Please ensure that driver reads the statement below and his/her driver's license attached to this form.	provides a signature along with a copy of
I authorize the San Antonio Independent School District and my Motor Vehicle Record with the Texas Department of Publ	
Employee Signature	Date:
Form Submitted By: Barbara Wise, Assistant Athletic Direct	Date:
Barbara Wise, Assistant Athletic Dire	ector

FOR OFFICE USE O	NLY:
Date updated Pinnacle CDL Database (if applicable):	
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□ Not Approved	
Date notified HR/Campus/Department:	
HR/Campus/Department Person Notified:	