

San Antonio Independent School District

141 Lavaca Street • San Antonio, Texas 78210 Telephone (210) 554-8660 • Fax (210) 229-5726

Human Resources Department

Driver Addition/Removal/Transfer Form

Please complete this form and submit to Anna Llamas, Occupational Health & Safety Specialist, via e-mail at allamas1@saisd.net or fax to 210-228-3107.

☐ Add Employee (Check one only)	
Non CDL Driver □ CDL Driver □	
☐ Remove Employee	
☐ Transfer employee from	to
Dept./Position	Dept./Position
Employee Name:	
(As it appe	ars 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 as his/her driver's license attached to this form.	nd provides a signature along with a copy of
I authorize the San Antonio Independent School District a my Motor Vehicle Record with the Texas Department of F	
Employee Signature_	Date:
Form Submitted Dry	Detai
Form Submitted By: Principal/Supervisor Print N	ame & Title
***************	************
FOR OFFICE USI	E ONLY:
☐ Approved	
Date updated SAISD Driver Database:	
Date updated Pinnacle CDL Database (if applicable):	
□ Not Approved	
Date notified HR/Campus/Department:	
HR/Campus/Department Person Notified:	