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

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**1.0 SCOPE:**

proficiencies.

The online version of this procedure is  
offic

**2.0 RESPONSIBILITY:**

2.1 Training/Safety Supervisor

**3.0 APPROVAL AUTHORITY:**

3.1 Director of Transportation

Approved signature on file

**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:**

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