

UNIVERSITY PREPARATORY SCHOOL

APPLICATION TO PROVIDE STUDENT TRANSPORTATION PROCESS

New Applicant steps:

1. Go to the U-Prep website (<http://www.uprep.net/>), then **About UPREP tab**, click **School Documents**, scroll down to **Driver's Application**, and click on the **U-Prep Private Driver Application** link.
2. Read the information on the welcome page and click **Continue>** at the bottom.
3. Read all information on the application page including the **District Guidelines Relating to Student Transportation** (link at the bottom of the application page).
4. Complete all information required on the application page and upload the required documents.

Required Documents:

- Current Driver's License (for all applicants).
 - Current Registration (for applicants that will be using their private vehicle).
**Please note that the applicant must be a registered owner of the vehicle and must be listed on the document that is uploaded.*
 - Current Insurance (for applicants that will be using their private vehicle).
**Please note that the applicant must be a covered driver on the insurance and the expiration date, policy holder, policy number, and liability limits must be shown on the document that is uploaded.*
5. Click **Submit** when complete or click **Save as Draft** if you need to finish at a later time.
 6. Once submitted, the applicant will receive a message to the email listed on their application notifying them that the Transportation Department has received it and it is under review. Once the Transportation Department reviews the application and receives the applicants driving record from the DMV, the applicant will be **Approved** or **Denied**.

Denied: The applicant will receive an automated denial message with an explanation as to why their application was denied. Within that message is a link for the applicant to upload or revise the necessary information. Once the deficiency that resulted in denial has been corrected, the applicant will be approved.

Approved: The applicant will receive an automated approval message.

Existing Applicant (approved) steps:

1. The applicant will continue to be approved (**year after year**) as long as the following stays within District Guidelines:
 - Driving Record
 - Current Driver's License (must be uploaded when renewed).
 - Current Registration if applicable (must be uploaded when renewed).
 - Current Insurance if applicable (must be uploaded when renewed).
2. The applicant will receive an automated message within 15 days of their license, registration, or insurance expiring. This message will have a link for them to upload their new documents.
3. If the applicant has not received a message but has changes to upload, the applicant can go back to step 1 and their existing information will be prepopulated for their convenience.
4. If an applicant does not stay within District Guidelines, required documents expire, or the applicant requests to be removed as a driver, their approval will be **Revoked**.

Revoked: The applicant will receive an automated revoke message. Once the deficiency that resulted in revocation has been corrected, the applicant can start the "new applicant" process again.