

# How to Get Your Type 2 License

## **Step 1: Complete Required Online Training**

1. Go to [Vector Solutions](#)
2. **Log in** using your **employee number** as your username.
3. From the **left sidebar**, select "**Extra Training**".
4. Scroll down and choose the "**Transportation**" category.
5. **Complete the following courses:**
  - a. City Driving
  - b. Dangers of Distracted Driving
  - c. Defensive Driving
  - d. Van Safety
  - e. Winter Driving
6. **Download and save the certificate of completion** for each course.

## **Step 2: Complete Required Forms**

Complete and save the following forms:

- **Driving Abstract & Release of Interest** (must be submitted **annually**)
  - *Note: This form can take up to 2 weeks to process.*
  - If you need it sooner, you may pay for a copy at the **Department of Licensing (DOL)** — you **will not be reimbursed** for this cost.
- **Annual Disclosure Form** (must be submitted **annually**)

## **Step 3: Gather All Required Documents**

Ensure you have the following:

- Copy of the **front and back** of your **driver's license**
- Copy of your **current First Aid/CPR certification**
- **Certificates of completion** for all Vector courses
- **Completed Driving Abstract & Release of Interest form**
- **Completed Annual Disclosure Form**

## **Step 4: Submit All Materials**

Send all documents to **Holli Miller**:

- **Preferred:** Email to [Hmiller2@everettsd.org](mailto:Hmiller2@everettsd.org)

- **Alternatively:** Submit printed copies to Holli's mailbox in the **main office mailroom**