



Volunteer Driver Approval Process

Volunteers Driving Students Using Personal Private Vehicles

1. **An individual must first be cleared through the Personnel Department to volunteer in the school district**
2. Once fingerprints are cleared:
 - a. School provides DMV Pull Notice and Volunteer Driver Application to volunteer to complete and sign. Forms are on the District websites.
 - b. School forwards completed Application packet to Risk Management.

A completed packet includes:

- i. DMV Pull Notice signed by Volunteer Driver
 - ii. Volunteer Driver Application signed by volunteer and site administrator
 - iii. Proof of fingerprint clearance (site is responsible for providing a copy of the Fingerprint Clearance Certificate)
 - iv. Copy of valid driver license
 - v. Copy of current vehicle registration
 - vi. Copy of insurance declarations including policy expiration
- c. Risk Management forwards the DMV Pull Notice to Transportation
3. Transportation notifies the School and Risk Management that the DMV record is clear
 4. Risk Management reviews the complete packet and notifies the School that the volunteer is clear to drive students
 5. School notifies volunteer of clearance to be a volunteer driver