

Procedure

Volunteer Parent Drivers

Initial Procedure:

1. Parent obtains DMV H-6 driving record report (\$5.00 fee) at any DMV office.
2. Parent submits the following to the school site:
 - a. H-6 Report (from DMV)
 - b. "District & Volunteer Driver Form" (on Transportation Intranet site)
 - c. Copy of Driver's License
 - d. Proof of insurance (with expiration dates and coverage limits)
3. School submits the packet to Transportation Department
4. Transportation Department returns "District & Volunteer Driver Form" with approval to school site/department.
5. If the driver is not approved: Transportation Department will communicate directly with the Principal.

Annual renewal procedure:

1. This procedure is to be used each year for parents who have already completed the initial procedure
 - a. If it has been three years or more since the initial procedure was completed without any annual renewals or enrollment in the pull notice program, the initial procedure needs to be completed again.
2. Parent obtains DMV K-4 driving record from DMV (\$2.00 fee online or \$5.00 fee at DMV).
3. Parent submits the following to the school site:
 - a. K-4 Report
 - b. "District & Volunteer Driver Form"
 - c. Copy of Driver's License (if changed from first submitted)
 - d. Proof of insurance (with expiration dates and coverage limits)
4. School submits the packet to Transportation Department.
5. Transportation Department returns "District & Volunteer Driver Form" with approval to school site/department.
6. If the driver is not approved: Transportation Department will communicate directly with the Principal.

Changes during the year:

1. Please submit copies of documents that have changed to the Transportation Department. For example, renewed Driver's License, renewed Vehicle Insurance

Every driving occurrence procedure:

1. Parent submits "Request to Use Private Vehicle for Transporting Students" form to the school site each time they drive students for a school activity trip.
 - a. This form DOES NOT get turned into Transportation

Volunteer Parent Drivers FAQ

- Q:** If I am driving my own children to an activity after school hours, do I need to register as a volunteer parent driver?
- A:** As long as your children have been checked out of school it is not necessary to register as a parent volunteer driver.
- Q:** Do I need to register as a parent volunteer driver to take my child home from an athletic contest upon its completion?
- A:** This is subject to the approval of the coach. If the coach approves transporting your children from the athletic contest you may sign out your child and transport them without being registered as a parent volunteer driver.
- Q:** What is the difference between a DMV H-6 and K-4 driving record?
- A:** An H-6 driving record covers a period of 10 years and is necessary for initial approval as a volunteer parent driver and can only be obtained by visiting any DMV office.
A K-4 driving record covers a period of three years and is sufficient documentation for annual renewal as a volunteer parent driver and can be obtained on the DMV website.
- Q:** Is an additional rider or specific coverage on the vehicle insurance policy necessary to drive students?
- A:** No, as long as the minimum coverage requirements are met, an additional rider or specific coverage on the vehicle insurance policy is not necessary.
- Q:** Should staff members go through this process in order to transport students?
- A:** Staff members need to go through the initial procedure in order to transport students. After completing the initial procedure staff members have the option to enroll in the DMV Pull Notice Program in lieu of the annual renewal procedure.
- Q:** Can parent volunteers drive district-owned vehicles?
- A:** No, only Santa Clara Unified School District employees can drive district-owned vehicles.

For any other questions not answered here, please contact the Transportation Department at 408-423-2063