

## **Chartwell School**

### **Volunteer Driver - Vehicle Use Policy**

Volunteers may use their personal vehicle(s) for school business purposes if it is less expensive than renting a car, taking a taxi, or using alternate transportation. The following policy outlines the requirements and standards we expect our participants to uphold when using their personal vehicles for school purposes. This policy applies to those that occasionally drive for school business, and to individual's whose volunteer positions requires them to drive their own vehicles.

It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers.

#### **DMV Pull Notice Registration**

Chartwell requires all school drivers hold a valid drivers license and be enrolled in the Department of Motor Vehicle's Employer Pull Notice (DMV-EPN) program. The DMV-EPN Program allows Chartwell to review DMV records before a driver is approved, and notifies the school when a driver has any of the following actions/activities added to his/her driver record: convictions, failures to appear, accidents, driver license suspensions or revocations or, any other actions taken against the driving privilege.

School drivers shall have no more than three (3) driving record points for moving violations (speeding, failure to stop, etc.), no major violations in the previous three (3) years (reckless driving, etc.), and must not have been convicted of any alcohol-related or drug-related driving offense during the past three (3) years.

#### **Volunteer Drivers Transporting Students**

Volunteer drivers are to undergo a criminal background check and possess a clean record before being approved to transport students to any and all events. A criminal background check does not need to be performed by the volunteer driver if they will be in the continual presence of a school employee.

A criminal background check is performed byway of Live Scan--an inkless, electronic fingerprinting scanning method—performed at a Live Scan service center. A list of local companies providing this service is available at <https://oag.ca.gov/fingerprints/locations>. You may also want to contact the school directly as they may have scheduled Live Scan clinic throughout the school year.

The average time to process criminal background checks averages between three days to two weeks. Therefore, it is in your best interest to schedule an appointment with your local Live Scan service provider sooner rather than later.

#### **Getting Live Scanned**

Please be advised that at your Live Scan appointment, you will need to bring a valid photo identification card, a completed Request for Live Scan Services form (attached) and funds to cover the scanning costs fees (prices vary per center). The school we will reimburse you for the Live Scan processing fees you incur up to a maximum of \$35. The school will process the reimbursement of your fees after you have emailed a copy of your Live Scan form and receipt to Chartwell's Business Manager ([kstornetta@chartwell.org](mailto:kstornetta@chartwell.org)).

## **Insurance Coverage Requirements**

All school drivers who use their personal vehicle for school business are required to maintain a minimum of **\$100,000/\$300,000 bodily injury coverage and \$50,000 property damage coverage on their vehicles, or \$300,000 combined single limit (CSL).**

*A copy of the driver's insurance coverage limits must be submitted with this form.*

## **Understanding Your Liability In The Event of An Accident**

School drivers who use their personal vehicle for school business assume full responsibility in the event of an accident. The school driver's insurance shall serve as the primary insurance for expenses associated with any incident and damage to their own car. Additional coverage may be needed and provided by the school for its drivers after the primary insurance has covered its maximum amount of protection, excluding expense associated with the driver's vehicle repair costs. **Additional coverage by the school is contingent upon the driver ensuring proper coverage limits of \$100,000/\$300,000 bodily injury and a \$50,000 property damage, or \$300,000 combined single limit.**

## Acknowledgement of Chartwell Vehicle Use Policy

I hereby certify I have read, understand and acknowledge Chartwell's Vehicle Use Policy and that whenever I drive on behalf of the school the follow standards, requirements and precautions will be met:

1. I have a valid driver's license in my possession in accordance with the State of California,  
  
I authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available my driving record to Chartwell School, understand I will be enroll me in the Employer Pull Notice (EPN) program when I am serving as a school driver, understand Chartwell will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege.
2. I acknowledge that I have fewer than three (3) driving record points for moving violations (speeding, failure to stop, etc.), no major violations in the previous three (3) years (reckless driving, etc.), and I have not been convicted of any alcohol-related or drug-related driving offense during the past three (3) years.
3. I have current automobile insurance with coverage limits of \$100,000/\$300,000 bodily injury and a \$50,000 property damage or \$300,000 combined single limit (CSL),
4. I have a current vehicle registration card and proof of insurance in the vehicle, as required by Vehicle Code Section 16020,
5. I will carry only passengers who are also on Chartwell business or students on a field trip,
6. I understand I must possess a clean criminal background check and acquire approval by the school if I will be transporting students to/from school events outside the presence of a Chartwell employee.
7. The vehicle I use for school purposes will be equipped with safety belts in good operating condition and all passengers will be required to wear them,
8. I will ensure the vehicle I drive for school business will be in safe mechanical condition as required by law, and I will perform the appropriate safety checks as needed prior to my trip,
9. I certify that all accidents will be reported within 24 hours to the Chartwell Business Office at (831) 394-3468.
10. I understand that permission to drive a vehicle on school business is a privilege, which may be suspended or revoked at any time, and that driving a personal vehicle on school business without meeting the requirements as stated above is considered a violation of Chartwell policy and may be grounds for disciplinary action.
11. ***I have provided the school with a copy of my driver's license and insurance coverage limits.***
12. School driver type:    ☐ Chartwell Employee    ☐ Chartwell Parent    ☐ Volunteer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

Driver's License No. \_\_\_\_\_

**Your request will be processed once you turn in the signed form, a copy of your driver's license and automobile insurance coverage limits (not proof of insurance card) to the Business Office.**



# Chartwell School

2511 Numa Watson Road, Seaside, CA 93955

Tel 831.394.3468 | Fax 831.394.7991 | chartwell.org

## Driving Record Review Authorization

I understand that driving my own vehicle or school vehicle may be a requirement of my employment or volunteer position at Chartwell School, and that having and maintaining a satisfactory driving record is a condition of my ability to be a service provider for the school. I agree to allow Chartwell School to check my driving record prior to hire and to check it periodically thereafter. I further agree to report any license suspensions, serious accidents or offenses, or any other condition to my supervisor immediately that may affect my ability to perform as a driver for the school.

I understand that Chartwell School will use this information for screening and employment purposes only.

I agree to release Chartwell School its employees and those who supplied you with the information from any liability for any damage, which may result from furnishing the requested information or my failure to be hired for the position for which I am applying.

Driver's License No. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

*Because Not All Great Minds Think Alike*

Chartwell School is a Non-Profit 501(c)(3) Corporation | Tax ID 77-0119013



# Chartwell School

2511 Numa Watson Road, Seaside, CA 93955

Tel 831.394.3468 | Fax 831.394.7991 | [chartwell.org](http://chartwell.org)

RE: Criminal Background

Dear Volunteer,

We are delighted you have expressed an interest in volunteer work at Chartwell School. As a Nonpublic Nonsectarian School certified through the Department of Education, Chartwell School is required to perform criminal background checks on all prospective individuals (employees, volunteers, school drivers and independent contractors) whose work at Chartwell will put them in contact with students. As a prospective candidate you have the right to decline these checks, however, you will no longer be eligible to be considered as a potential service provider of the school.

Your criminal background check is performed byway of Live Scan--an inkless, electronic fingerprinting scanning method—performed at a Live Scan service center. Lists of local companies providing this sort of service are provided in this document. The average time to process criminal background checks averages between three days to two weeks. Therefore, it is in your best interest to schedule an appointment with your local Live Scan service provider sooner rather than later.

Please be advised that at your Live Scan appointment, you will need to bring a valid photo identification card, a completed Request for Live Scan Services form (attached) and funds to cover the scanning costs fees (prices vary per center). The school we will reimburse you for the Live Scan processing fees you incur up to a maximum of \$30. The school will process the reimbursement of your fees after you have emailed a copy of your Live Scan form and receipt to Chartwell's Business Office Manager ([kstornetta@chartwell.org](mailto:kstornetta@chartwell.org)).

The school will contact you after your check has been completed. Please know that in an effort to maximize the safety and security of our students, campus and school community, the school has established a policy that allows only individuals with clear criminal checks to be considered as suitable employee hires and volunteers of the school.

We thank you for your support and cooperation as we ensure the safety of our school.

Sincerely,  
Katia Stornetta  
Business Office Manager

*Because Not All Great Minds Think Alike*

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**Live Scan Centers – COVID has changed the hours and availability to public for many for these locations. Please Call**

**Aptos**

Cabrillo College Sheriff's Center  
6500 Soquel Drive., Bldg. 1185  
Aptos, CA 95003  
Contact: (831) 479-6314  
M-F 8:30am-12pm,  
12:30pm-4pm **Walk-in**

**Santa Cruz**

Santa Cruz Co. Sheriff's Office  
701 Ocean St., Room 340  
Santa Cruz, CA 95060  
Contact: (831) 454-3007  
M & F 9am-12pm **Walk-in**  
M, T, W, F 1pm-4pm **Walk-in**

**Capitola**

The UPS Store  
1840 41<sup>st</sup> Ave., Suite 102  
Capitola, CA 95010  
Contact: (831) 462-5909  
M-F 9am-6pm **Walk-in**  
Sat 10am-4:30pm **Walk-in**

**Salinas**

Secure Direct Identification Co. (SDI)  
902 Park Row  
Salinas, CA 93901  
Contact: (831) 422-7233  
M-F 8:30am-5pm **Walk-in**  
Sat. **Appt. only**

**Del Rey Oaks \***

Uretsky Security  
201 Calle Del Oaks  
Del Rey Oaks, CA 93940  
Contact: (831) 324-0687  
**Appt. only**

**Seaside**

CSUMB Police Department  
2081 Inter Garrison Road, Bldg 82E  
Seaside, CA 93955  
Contact: (831) 582-3360  
M-F 8am-4pm, appt. preferred

**Monterey**

Monterey Police Department  
351 Madison St.  
Monterey, CA 93940  
Contact: (831) 646-3830  
Wed. 9-11:30am/1:30-3:30pm  
**Appt. only**

**Watsonville**

Watsonville Police Department  
215 Union Street  
Watsonville, CA 95076  
Contact: (831) 768-3300  
W, Th 4pm-5pm **Appt. only**  
M, Th 8:30am-11:45am **Walk-in**

\*Chartwell has an account at Uretsky so processing fees are charged directly to Chartwell.

**REQUEST FOR LIVE SCAN SERVICE**

BCII 8016 (3/07)

***Applicant Submission***

ORI: \_\_\_\_\_ Type of Application: \_\_\_\_\_  
Code assigned by DOJ  
Job Title or Type of License, Certification or Permit: \_\_\_\_\_

Agency Address Set Contributing Agency:

Agency authorized to receive criminal history information

Mail Code (five-digit code assigned by DOJ)

Street No. Street or PO Box

Contact Name (Mandatory for all school submissions)

City State Zip Code

( )  
Contact Telephone No.

Name of Applicant: \_\_\_\_\_  
(Please print) Last First MI

Alias: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
Last First

Date of Birth: \_\_\_\_\_ Sex: ☐ Male ☐ Female Misc. No. BIL - \_\_\_\_\_  
Agency Billing Number

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Misc. Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_  
Street No. Street or PO Box

Place of Birth: \_\_\_\_\_  
City, State and Zip Code

Social Security Number: \_\_\_\_\_

Your Number: \_\_\_\_\_  
OCA No. (Agency Identifying No.)

Level of Service: ☐ DOJ ☐ FBI

If resubmission, list Original ATI  
Number: \_\_\_\_\_

Employer: (Additional response for agencies specified by statute)

Employer Name

Street No. Street or PO Box

Mail Code (five digit code assigned by DOJ)

City State Zip Code

( )  
Agency Telephone No. (optional)

Live Scan Transaction Completed By: \_\_\_\_\_  
Name of Operator Date

Transmitting Agency ATI No. Amount Collected/Billed