

COEUR D'ALENE CHARTER ACADEMY VOLUNTEER DRIVER CHECKLIST

Name _____
Student Name(s) _____

Thank you for volunteering to help chaperone students! The school requires all such volunteers to complete the following **yearly** in order to take students in their personal vehicles. Completed information should be delivered to the front office or faxed to (208) 930-4215.

- ☐ A copy of your valid driver's license
- ☐ Proof of insurance for the vehicle used (must be kept current)
- ☐ A copy of your three-year driving record (will be kept on file for **one** year)

You may obtain your three-year driving record rapidly (approximately 5 minutes) by ordering it online for \$10.50 at <https://tyleridaho.com/itd/driver/record/index>

- Click on the following button: Search for My Own DLR
- Select "Public Safety/Vehicle Operation" as the purpose for your driving record

Have your driver's license and credit/debit card available. You will be asked to provide your name, DOB, license number, receipt/sticker number (located on license), history type (select three-year), access purpose (select personal), and pay \$10.50 with credit/debit card.

Activities Transportation Procedure

The Academy does not provide transportation, or authorize students to drive to or from any Academy activity or event.

Transportation of students from the school to any "away" activity must be provided by authorized volunteers or outside contractors. An "away" activity is any Academy-sponsored activity not hosted at a Charter Academy venue. Students participating in "away" activities who are known to have driven themselves, or have been provided transportation by another student will not be allowed to participate in said activity.

The Academy will maintain a list of authorized volunteer drivers.

A person who wishes to be an authorized volunteer driver must submit:

- 1) a copy of a valid Idaho driver's license;
- 2) proof of current insurance; and
- 3) a three-year driving record.

In addition, an authorized volunteer driver must be at least 25 years of age and must not be a registered sex offender. Volunteers will be notified when they have received authorization, and may not drive students prior that notification.

It is the responsibility of the authorized volunteer to ensure that all submitted documents are kept current. Three-year driving record will remain valid for one year after date of submission. An authorized volunteer's name may be removed from the list at any time if his or her status changes, or if documents are not kept current.

Agencies providing contracted transportation services for any purpose must be licensed and insured for transportation of public school students.