



## Approved Driver Application Procedures

- ✓ WHO? ALL drivers - volunteer parents, teachers, coaches and administrative staff (Note: no students may drive other students to a school-sponsored event).
- ✓ WHAT? Complete the Approved Driver Application (which includes a Background Check form for new drivers) and provide your driver's license and proof of vehicle insurance to the North Office each school year (because we need current answers to questions and current insurance information). All documents are kept on file in the North Office for each new school year and are kept secure and confidential.
- ✓ WHERE? The application can be found in the North Office or on VCS website.
- ✓ WHEN? The application and documents need to be completed and turned in to the North Office one week **PRIOR** to commencing transportation (in order for background check to clear).
- ✓ WHY? Having these documents on file will help us maintain the level of trust our parents have in us to keep their kids safe.



### Valley Christian School

## Approved Driver Application

Throughout the school year, Valley Christian School (VCS) asks parents and coaches to help provide transportation to sporting events, field trips, class trips, and many other activities. Because it is important that we know you are a trustworthy individual and a capable driver, we are asking that if you intend to provide transportation to students during the year you become an Approved Driver.

I am applying to be an Approved Driver for:  Preschool  Elementary  JH  HS

### In order to be considered an Approved Driver, please submit the following:

1. A copy of your current Montana Driver's License (both sides).
2. A copy of your proof of insurance for the vehicle you will be using to transport students.
3. A signed Background Investigation Consent Form (if we do not have one on file for you).

### In addition, please answer the following questions:

4. Within the last three years have you ever received any moving traffic violations in any state or county?

No  Yes

If you answered yes, please provide a copy of your driving record from the Department of Motor Vehicles. Your driving record will be evaluated using the point system assigned by the DMV. A moving traffic violation does not automatically disqualify you from being an **Approved Driver**, but it does necessitate a review of your record for this purpose.

5. Have you ever been formally accused, charged or convicted of any crime in this country or any other country since your 18<sup>th</sup> birthday?

No  Yes

If you answered yes, we will need to obtain a Criminal History Verification through the State of Montana. This process may take time, so your status as an **Approved Driver** will be postponed until the necessary information is received.

I certify, by signing this document, that the above information is true and that no attempt has been made to in any way mislead Valley Christian School (VCS) or its representatives concerning either my driving record or my criminal history. Further, I understand that if VCS feels it would be in the best interest of the students enrolled at VCS, they have my permission to order both a Driving Record and Criminal History Verification. Further, I agree to report any traffic violations or criminal action to VCS if they should occur during the time I am associated with VCS.

\_\_\_\_\_  
Applicant Name – Print

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
DL Expire Date

\_\_\_\_\_  
Vehicle Make/Model

\_\_\_\_\_  
License Plate #

\_\_\_\_\_  
Insur. Expire Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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**VCS Office Verification:**  This application is approved – all (6) criteria have been met. This application expires:

\_\_\_\_\_  
VCS Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
App. Expire Date

