



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 18th 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

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

VCS Manager Signature

Date

App. Expire Date

Background Investigation Consent Form VCS Employee and/or Volunteer

Since I will be working with children as an employee or volunteer, I hereby authorize VALLEY CHRISTIAN SCHOOL, and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations, and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for working with children.

I release VALLEY CHRISTIAN SCHOOL and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Applicant/Employee/Volunteer Full Name – PLEASE PRINT

First _____

Middle _____

Last _____

Applicant/Employee/Volunteer Address

Street Address (No P.O. Box) _____

City _____ State _____ Zip _____

Best contact phone number _____

Employee's/Volunteer's signature _____

Date _____

Social Security Number _____

* Date of Birth * _____

* NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. VALLEY CHRISTIAN SCHOOL is an Equal Opportunity Employer, and does not discriminate on Sex, Race, Age (40 and over), Handicap, or National Origin



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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 **PRIOR** to commencing transportation.
- ✓ **WHY?** Having these documents on file will help us maintain the level of trust our parents have in us to keep their kids safe.