

## 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 <u>each school year</u> (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.
- $\checkmark$  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 <u>PRIOR</u> 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 form 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?



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 ap	plication is approved – all (6) criteria h	ave been met. This application expires:

# Background Investigation Consent Form VCS Employee and 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 lawsuits 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/Employe	e/Volunteer Other Required	I Information	
Social Security Num	ber		
*Date of Birth			
Best Contact Phone	Number		
Email:			
*Driver's License Nu	mber:		
*Driver's License Iss	uing State:		
Current Street Addre	ess (No P.O. Box)		
City	State	Zip	
Employee's/Voluntee	r's Signature		
Date			
qualifications for emploint discriminate on Se	oyment. VALLEY CHRISTIAN S x, Race, Age (40 and over), Har	ation purposes only and is in no m CHOOL is an Equal Opportunity E ndicap, or National Origin.	mployer, and does
	Date Ordered:		