

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://www.accessidaho.org/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.

Office use D.L. expires: _____ Ins. expires: _____ DLR expires: _____
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Transportation Policy:

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

Transportation of students participating in sponsored activities considered to be "away" activities (any sponsored activity not hosted at a Charter Academy venue), will be provided by authorized volunteers and outside contractors.

Students participating in "away" activities, who are known to have driven themselves, or have been provided transportation by individuals not authorized by the Academy, will not be allowed to participate in said activity.

In order for a driver to qualify as an authorized volunteer of the Coeur d'Alene Charter Academy they **must submit to the transportation secretary valid copies of their driver's license, proof of insurance for all vehicles used, and their three-year driving record.** In addition, all authorized volunteer drivers will be checked to verify that they are not on the Idaho sex offender registry and must be over the age of 25. After submission of the required documents and approval by the business manager or principal the volunteer will be "authorized" and placed on a list of approved drivers.

All required records must be current (unexpired) and must remain current for the volunteer to remain on the authorized volunteer driver list for the Academy. It is the responsibility of the authorized volunteer to keep this information current. Three-year driving records will remain valid for up to one year from date of submission. Vehicles used for transportation must be owned by the authorized driver. An authorized volunteer's name may be removed from the list at any time the Coeur d'Alene Charter Academy deems that the person is no longer qualified to be a volunteer.

Use of contracted transportation services for any purpose will meet all applicable state and federal requirements for transporting public school students.