STOOKS

Valley Christian School

School Year: <u>2024-25</u>

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.
- ✓ 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.



VCS Manager Signature

Valley Christian School

School Year: <u>2024-25</u>

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.

l a	am applying to be an Approved Driver	for:	Preschool	☐ Elementa	ry 🔲 JH	HS	
ln	n order to be considered an Approved	Drive	er, please subi	nit the follo	wing:		
1.	A copy of your current Montana Driver	's Lice	ense (both side	es).			
2.	2. A copy of your proof of insurance for the	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	n addition, please answer the following	g que:	stions:				
4.	4. Within the last three years have you excounty?	er red	ceived any mo	ving traffic vi	olations in a	any state or	
	☐ 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.	5. Have you ever been formally accused, other country since your 18 th birthday?		ged or convicte	ed of any crir	ne in this co	ountry or any	
	☐ 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.						
ang my en Fu	certify, by signing this document, that the aborany way mislead Valley Christian School (VCS my criminal history. Further, I understand that tenrolled at VCS, they have my permission to off-urther, I agree to report any traffic violations of am associated with VCS.	b) or its if VCS order b	s representatives S feels it would b oth a Driving Re	s concerning e e in the best i cord and Crin	either my driv nterest of the ninal History	ving record or e students Verification.	
Ap	Applicant Name – Print D	river's l	License #		DL Expire Dat	<u>e</u>	
Vehicle Make/Model		cense	Plate #	<u> </u>	nsur. Expire [Date	
Ap	Applicant Signature D	ate					
vc	VCS Office Verification: This application is a	approve	ed – all (6) criteria	have been me	t. This applica	ation expires:	

Date

App. Expire Date

School Year: <u>2024-25</u>

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 Requ	ired 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	er's Signature		
Date			
qualifications for emplo not discriminate on Se	oyment. VALLEY CHRISTIA x, Race, Age (40 and over),	ntification purposes only and i N SCHOOL is an Equal Oppo Handicap, or National Origin	ortunity Employer, and does
	Date Ordered: Initials:	Date Cleared (No R	Records):