

## Volunteer Drivers

Classes are starting to go on field trips and many of you have offered to volunteer to drive. There seems to be some confusion about the forms we MUST collect every year. If you plan on driving on a field trip, please read the detailed directions below. You will not be able to drive unless we have ALL of the documents and clearances listed below.

### Important Requirements for Driver Clearance

If you will be driving on Field Trips, you will need to turn in all of the following to the office each year:


#### 1. Proof of Insurance (2 different documents)

- Signed [Declaration of California Drivers License and Auto Insurance](#)
- Copy of your Declarations page of your insurance statement as Proof of Automobile insurance showing coverage of at least the following amounts:  
(This is found on the "Declarations" page on your insurance statement,

NOT your Insurance ID card)

- Bodily injury \$300,000
- Property damage of \$50,000
- Or combined single limit \$300,000
- Medical payment \$5,000

**Example of a copy of an insurance declaration page to turn in from your insurance:**

FAKE COMPANY		DECLARATIONS PAGE			
	123 FAKE BOULEVARD TOWNSVILLE, NJ 01234	POLICY NUMBER: 123-456-7890	COVERAGE PERIOD: 09/31/2008 through 09/31/2009		
DATE POLICY ISSUED: SEPTEMBER 31, 2008					
JOE SAMPLE 567 FAKE ST CITYVILLE, NJ 02345		ADDITIONAL DRIVERS: JANE SAMPLE			
INSURED PHONE NUMBER (908) 555-1234 INSURED EMAIL: Joe@fake.com					
VEHICLE	YEAR	MAKE MODEL TRIM	STYLE	VIN	PARKED AT:
CAR 1	2007	FakeMobile STV-3	4-Door	1A2B3CDAE5F6G7H89J	567 Fake St
CAR 2	2006	NotRealMobile IV	Coupe	L5M6N7O8P9Q0R1S2T3	567 Fake St
COVERAGES		LIMITS/DeductIBLES		CAR 1	CAR 2
BODILY INJURY LIABILITY (PER PERSON/PER OCCURRENCE)		\$100,000/\$300,000		\$110	\$104
PROPERTY DAMAGE LIABILITY		\$50,000		\$92	\$84
PERSONAL INJURY PROTECTION		\$250,000		\$504	\$478
UNINSURED / UNDERINSURED MOTORIST COVERAGE		\$100,000/\$200,000		\$31	\$19
COMPREHENSIVE COVERAGE		\$500 Deductible		-	-
COLLISION COVERAGE (PER PERSON/PER OCCURRENCE)		\$500 Deductible		-	-
EMERGENCY ROAD SERVICE		FULL		\$6	\$4
RENTAL		\$30/DAY - \$900 MAX		\$12	\$15
		TOTAL PREMIUM PER VEHICLE		\$755	\$704
LOSS PAYEE: BANK OF USA, PO BOX 123, FAKETOWN, NJ 04567		TOTAL POLICY PREMIUM		\$1,459	
DISCOUNTS MULTIPLE VEHICLES ON POLICY				\$40	
Insurance Company Footer With Special Instructions Or Legal Information					

#### 2. TB Clearance

If you plan to volunteer in ANY capacity, you must show you are free of communicable tuberculosis (TB). The Contra Costa Health Department REQUIRES all volunteers, whether in the classroom, on field trips, or in the hot lunch program, to provide proof of completing a TB assessment/screening.

To comply, you must bring a completed [Adult Tuberculosis Risk Assessment Questionnaire](#) to a registered health care provider and submit a copy of the [Adult Tuberculosis Risk Assessment Questionnaire Certificate of Completion](#) to the office. Your completed forms are filed in the Glorietta front office and are valid for 4 years. If you are unsure if you are current, please contact the front office. (925-254-8770).

### **3. Fingerprint Clearance**

Criminal background checks are necessary for volunteers driving on field trips in addition to those supervising day & overnight camps. **Parents/guardians driving students or chaperoning field trips who will be alone with students need to clear fingerprints with DOJ/FBI.**

Once you are cleared for Glorietta, **your fingerprint clearance is good throughout your attendance at all OUSD schools including OIS.** Please bring [a completed Live Scan Form](#) with you to a Live Scan location. Search for a Live Scan location near you: <https://oag.ca.gov/fingerprints/locations> Bring a government issued photo ID to the fingerprinting.

The results are sent electronically to the district office. The processing may take several weeks. No further action is required by you to complete this step.

The criminal background check requirement shall not apply to volunteer supervisors for lunch or other nutritional periods or to volunteer non-teaching aides under the immediate supervision and direction of certificated personnel to Education Code 35021, including parents/guardians volunteering in a classroom or community members providing non-instructional services. (Education Code 49024)