



CARMEL UNIFIED SCHOOL DISTRICT

INSTRUCTIONS FOR SITE PERSONNEL VOLUNTEER DRIVER SCREENING

In August each year, instructions for becoming a volunteer driver for field trips/activities shall be distributed to parents/guardians via form **CUSD #223** *Instructions for Volunteer Drivers of Private Vehicles*.

- Collect the following completed forms:
 - Form **CUSD #217** – Classroom Volunteer and Field Trip Chaperone or Driver Application
 - Form **CUSD #212 A** - Vehicle Safety Certification
 - Form **CUSD #212 B** - Auto Service Record
 - DMV Driving Record
- Collect copies of the following items:
 - Copy of the Volunteer Driver's **valid driver's license**
 - Copy of the Volunteer Driver's **current vehicle registration**
 - Copy of the Volunteer Driver's **current vehicle insurance card**
- Copy side **A** of form **CUSD #212** and send to Dan Paul at MOT. Keep original forms at your site.
- Review:
 - Each volunteer driver's paperwork should be reviewed by the school office for completeness before each trip or activity.

It is the responsibility of the volunteer to provide to the school office copies of renewed drivers license, insurance cards and registration.