

## Steps to become a Volunteer Driver

If an employee, parent or volunteer wants to drive students to off-campus events, the following needs to be taken care of. Approval may take several weeks, so plan ahead of time.

### **Employee or volunteer wishing to drive students in their personal vehicles**

The following information needs to be completed and/or provided to the General Administration Generalist of the LCER in the General Administration Building at 16020 Apple Valley Road Suite B-1, Apple Valley, CA 92307. If approved, GA will input your name on a shared drive for the teachers to access.

- a. Volunteer Driver Acknowledgement Form
- b. Provide current proof of insurance showing you meet the \$100,000/\$300,000 min coverage. *Must keep current and updated as necessary to remain current.*
- c. DMV Driver Record Information :  
  
-Employee and parent volunteers must either visit the local DMV to get Driver Record Information (fee of \$5.00) or print driver history from the DMV website (fee of \$2).
- d. DMV Pull Notice: Employees and Volunteers are required to sign an authorization for release of driver record information which will update the Lewis Center annually with employee/volunteer driver history.
- e. Proof of fingerprint clearance (employees already have this on file)  
-Volunteers: a live scan form will be provided for you to have your fingerprints taken. See the General Administration Generalist. **The fee of \$32.00 must be collected before you are issued the Live Scan form.** Please bring exact change or pay with a check.
- f. Proof of vehicle Registration and valid driver's license must be provided to the General Administration Generalist. *Must also be updated as necessary to remain current.*

### **Employees Driving School Vehicles Only**

Only LCER employees are authorized to drive the school vehicles. If you plan to drive a school vehicle only, then LCER only needs to have DMV driver history and pull notice. No proof of insurance is necessary.

**LEWIS CENTER FOR EDUCATIONAL RESEARCH  
ACADEMY FOR ACADEMIC EXCELLENCE**

**STAFF/VOLUNTEER DRIVER ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, acknowledge that my volunteering to be a driver for the Lewis Center for Educational Research is on my own accord. By providing all of the information requested below and signing this form, I acknowledge that my insurance is primary to the insurance in force for the Lewis Center. I hold harmless with regards to my actions as a driver the High Desert "Partnership in Academic Excellence" Foundation, Inc., the Lewis Center for Educational Research, the Academy for Academic Excellence, the Board of Directors, employees, other volunteers and all agents.

I also authorize the Lewis Center for Educational Research to obtain a Department of Motor Vehicle (DMV) report on my driver's license number for the purpose of determining my eligibility as a volunteer driver.

By signing this form I acknowledge that I have read and understand the forgoing and agree to its conditions:

1. My Driver's License Number is: \_\_\_\_\_
2. My driver's license is current and valid \_\_\_\_\_ (initial)
2. I will drive the school vehicle only and do not need to provide proof of insurance coverage for my personal vehicle. If yes, initial here: \_\_\_\_\_
3. I will drive my personal vehicle to transport students. I understand that prior to transporting student I must provide the Lewis Center a copy of my current automobile insurance declarations page, which will include the following information:
  - a. The minimum policy limit requirement of **\$100,000/\$300,000** on Liability
  - b. Name of Insurance Company
  - c. Name of policy holder
  - d. Policy #
  - e. Policy begin and end dates
4. I must obtain DOJ fingerprint clearance through the Lewis Center for Educational Research prior to transporting students.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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LCER Representative verifying approval for above person to be a driver for LCER

**IMPORTANT:** You will be removed from the Volunteer Driver list when your current declaration of insurance expires. Please be sure to mail or fax a current policy to the Lewis Center General Administration office (16020 Apple Valley Road Suite B-1, Apple Valley, CA 92307) whenever your insurance renews so that you may maintain your standing as a Volunteer Driver. Fax number: (760) 946-9193



A Public Service Agency

**EMPLOYER PULL NOTICE PROGRAM**

**AUTHORIZATION FOR  
RELEASE OF DRIVER RECORD INFORMATION**

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_,  
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving  
record, to my employer, Lewis Center for Educational Research

COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at  
least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension,  
revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code  
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my  
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY	COUNTY	STATE
<u>Apple Valley</u>	<u>San Bernardino</u>	<u>CA</u>
DATE	SIGNATURE OF EMPLOYEE	
	<b>X</b>	

I, \_\_\_\_\_, of Lewis Center for Educational Research  
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of  
this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am  
requesting driver record information on the above individual to verify the information as provided by said individual. This  
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information  
relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any  
unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal  
Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five  
thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I  
understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to  
CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY	COUNTY	STATE
<u>Apple Valley</u>	<u>San Bernardino</u>	<u>CA</u>
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE	
	<b>X</b>	

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program  
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website  
at [www.dmv.ca.gov/otherservices](http://www.dmv.ca.gov/otherservices), or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND  
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

**DO NOT RETURN THIS FORM TO DMV.**

**LCER / Academy for Academic Excellence**  
**Fingerprinting Procedures for Volunteers**

**Contact** *Rebecca McCoy to pick up a Live Scan form*):

Rebecca McCoy      General Administration Generalist      760/946-5414 ext 294

16020 Apple Valley Road Suite B-1, Apple Valley, CA 92307

**Procedure:**

1. There is a \$32.00 fee for this process, payable to LCER. The **\$32.00 fee must be paid before a live scan form will be distributed** as that is what the Department of Justice charges the Lewis Center. *(If paying cash, bring exact change. Checks are also acceptable).*
2. HR will need the parent volunteer's name, a contact phone number, and the student(s) name(s).
3. Fill out the middle portion of Live Scan form. The police department will need to see your identification for verification of the information on your live scan form. (Top portion is filled out with school information and the bottom portion is for the fingerprinting technician to complete.)
4. Call the Apple Valley Police Department for a fingerprinting appointment (760-240-7400, extension 3). The processing cost is \$12.00 payable to Town of Apple Valley (If paying cash, bring exact change). Appointments are scheduled on Wednesdays only.
5. After fingerprinting is complete the fingerprinting technician will make 2 copies of the Live Scan. Please return a copy to General Administration. The second copy is for your records.
6. Once the volunteer's prints have been cleared, their name and clearance date will be posted on the Volunteer List located on the "M" drive and the volunteer will be cleared for volunteering.