

Clearing Drivers for Athletics/Band/Activities

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| Parent Drivers | <ul style="list-style-type: none"> Do not need to turn in forms to drive their own child. Do turn in forms if they are planning on driving <u>other</u> students. Recommended that each student driving with another person should have their parent permission to do so (in writing is the best practice for this). Will need to be Fingerprinted by HR | Volunteer Personal Auto Form (English) Volunteer Personal Auto Form (Spanish) DMV Release Form *Each site has a specific form to use for this, please use the one specific to your site. |
| Student Driver | <ul style="list-style-type: none"> Can never transport another student or anyone besides themselves. Should only be 1 person in the vehicle. Should have parents also sign that they are transporting themself. | Student Personal Auto Form (English) Student Personal Auto Form (Spanish) Student Alternate Transport Form (Eng) Student Alternate Transport Form (Span) |
| Staff Driver | <ul style="list-style-type: none"> Should never transport students alone! Should always get parent permission (in writing preferred) before transporting (each time). | Employee Personal Auto Form (English) DMV Release Form - Folder *Each site has a specific form to use for this, please use the one specific to your site. |

School Site (Secretaries)

1. Responsible for checking the Transportation Dept list.

*There is a **Master List** for this... This list is shared at the start of each year in PDF form. If drivers are added mid-year, this is done through an email to the Principal's Secretary, Secretary Responsible for Maintaining the "Transportation List" and/or Athletic Director or Band Director.*

2. Responsible for ensuring the Volunteer has completed the HR fingerprinting process.

**HR does not have a list for each site. Each site should have a "Master" list of all approved volunteers from years past. If you need to verify if someone has been fingerprinted in the past, you can email HR to work with them on this.*

3. Maintain a spreadsheet of "active drivers" using these two lists to ensure all information is up to date. (See attached for a sample spreadsheet).

Sample Sheet: <https://docs.google.com/spreadsheets/d/1ytkdgn7xLTjOn6omyWOE6Be40ReI0Dq7Nu--FtqSoxY/edit?usp=sharing>

How to Clear With the Transportation Dept

Step 1: Parents, Staff, Students go to the school site to express an interest in volunteering as a driver.

Step 2: School site gives them 2 driving forms to fill out (DMV Pull Notice and FSUSD Volunteer Driver Form).

Step 3: Parent turns this back in to the school along with driver's license and insurance declaration page.

Step 4: Schools send this information to transportation.

Step 5: Transportation runs information with DMV and adds them to a master driver list that is shared with the school. They will send an email to the school site when a driver has been cleared.

Step 6: Once you receive this email, update your spreadsheet.

Key Transportation Contacts for this process:

Thea Spence (theas@fsusd.org) and Marcela Arizpuro (marcelaa@fsusd.org)

How to Clear Fingerprints (HR)

Step 1: Parents go to the school site to express an interest in volunteering as a driver.

Step 2: School hands them the following flier to help them with this process

Link: <https://docs.google.com/document/d/1Rv4qK4iT5iN7mTdKRWa83Oy9YEQU9Zy5JjR-AAmtpFw/edit?usp=sharing>

*This link has them set up a location and time to be fingerprinted.

Step 3: District/HR communicates with the school (secretary) that the volunteer has/has not been cleared.

(This process may take up to a week to complete).

Note: *HR does not have a list for each site. Each site should have a "Master" list of all approved volunteers from years past. If you need to verify if someone has been fingerprinted in the past, you can email HR to work with them on this.

*Recommended that you keep this list on a share drive that can be accessed if you leave. Also share "view" ability with admin and other key personnel.

Key HR Contacts for this process: Debbie Byrd (debbieb@fsusd.org) and Felicia Clayton (feliciac@fsusd.org)

Anticipated Questions

Q: Is there a way to waive the fingerprinting fee?

A: With your Principal's approval, you can use site funding to cover this cost. Principal will communicate which volunteers are going to be covered and send this list to HR.

*Site will be given the HR budget code to send a transfer of funds.

Q: Do we need to go through the process each year?

A: Not the full process.

- You will want them to complete the FSUSD Driver form each year.

- As long as HR has not contacted you with an update on the volunteers fingerprinting status, they are cleared by HR for as long as they are a volunteer.

- As long as they continue to be on your site's approved driver report at the start of the year, they are cleared as long as they are a volunteer.

- Your site will be responsible for making sure to update the active driver's license information along with the insurance information **each year**.

- Sample "renewal" letter: <https://docs.google.com/document/d/1Du4EHhw0UtMQI5tyw73sE4H-jLhfYBhCYMYtBHR4fbl/edit?usp=sharing>

Q: How does COVID play a role in the parent/coach drivers?

A: Your school site will ask the parent or staff driver to show proof of vaccination before they can drive students. They also have a test option that they will do through your school site's testing dates 48 hours prior to the date they will be driving.

["Worker Defined"](#) - Sent by Angie Avlonitis