

Dear MCP Parent:

Thank you for volunteering as a driver for the 2009 / 2010 academic year. The Live Scan process must be done for the Diocese of Monterey. If you have not yet gone through the live scan process please pick up a form from the attendance office prior to fingerprinting.

Driver Requirements:

1. All Drivers must be at least 25 years of age
2. Insurance minimum -
 - Bodily Injury: \$100,000 each person / \$300,000 each accident
 - Property Damage: \$50,000 each accident
 - Uninsured Motorist Coverage
3. Be aware that in the event of an accident, the driver's insurance shall be considered the primary insurance.
4. The following forms must be completed for each school year:
 - Driver Information form
 - Waiver & Release form
5. The vehicle must be registered with the State of California
6. Drivers vehicle must be in good mechanical condition

Generally, in order to insure the integrity of the sport/field trip and procedures, students shall be transported from school and returned directly to the school. For any deviation from this standard, the parents shall provide their own written and signed permission to the school prior to the student's participation. Examples of acceptable deviations from the standard: Parents have arranged for the driver to drive their student home from the activity site, or parents have arranged for someone other than the original driver to take the student home.

Check List

	Department of Justice clearance obtained through Live Scan fingerprinting
	Safe Environment Program <i>(new for 2009 / 2010)</i>
	Policy Against Sexual Misconduct <i>(new for 2009 / 2010)</i>
	Driver Information Form
	Waiver & Release Form
	Copy of each driver's valid, unrestricted California driver's license
	Declaration of Insurance, <u>must show expiration date</u> (may be faxed directly to 543-4359)
	Certificate indicating negative tuberculosis

All adults who volunteer on campus at least once a week, who drive and/or accompany students on an off-campus activity must provide *all* of the above. Completed forms and questions can be directed to Lori Wooldridge, ext. 200. Thank you for your cooperation to ensure the safety of our children.

Lori M. Wooldridge
MCP, Front Office