

# 2017-18 DRIVER CLEARANCE AND PROTOCOL

Dear MCP Parent-

Thank you for volunteering at MCP. This document outlines the Driver Clearance Requirements and the Driver Protocol.

For questions about...

Driver Clearance, contact Lori Wooldridge, [lwooldridge@missionprep.org](mailto:lwooldridge@missionprep.org) or 543-2131 x200.

Driver Protocol, contact Vic Ecklund, [vecklund@missionprep.or](mailto:vecklund@missionprep.or) or 543-2131 x416.

## **VOLUNTEER AND DRIVER CLEARANCE CHECKLIST**

### **For All Volunteers**

- |  |                            |
|--|----------------------------|
| 1. <u>SHIELD The Vulnerable</u> (Complete online)  | Once thru Monterey Diocese |
| <i>Once you reach the SHIELD the Vulnerable webpage. Select "Catholic Dioceses" and then select "Monterey Diocese".</i>  |                            |
| 2. Live Scan Finger Printing (Form from School Office)   | Once thru Monterey Diocese |
| <i>Available at MCP's New Family Orientation in May and Back to School Night in August. Or to get fingerprinted at another time a list of Live Scan locations and the Live Scan form can be obtained from the MCP office</i> |                            |

### **To Be Completed**

### **For Drivers (In Addition to Above)**

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|---|--------------------|
| 1. Copy of Current, Unrestricted CA Driver's License                  | Update as needed   |
| 2. <u>Driver Information Form</u> (Print, complete & sign)            | Each academic year |
| 3. <u>Waiver &amp; Release Form</u> (Print, complete & sign)          | Each academic year |
| 4. <u>Defensive Driver Training Video</u> (Watch & print certificate) | Once while at MCP  |

### **To Be Completed**

Completed forms/certificates should be brought to Lori Wooldridge in the MCP office.

Questions may also be directed to Lori at ext. 200.

## **DRIVER PROTOCOL**

1. Drivers must complete volunteer and driver clearance before driving students. Check with Lori Wooldridge in MCP office to be sure you are cleared.
2. Parent drivers are required to drive students to the event and back to MCP.
3. If student is not returning to MCP with the parent who drove him/her, but is leaving with another adult, the adult and student must inform coach or staff-in-charge, as well as the original driver. Parent must also sign coach/staff sign-out sheet.
4. Drivers need to have with them (obtain from coach):
  - a. Team Roster (with student name, parent name and emergency contact information)
  - b. Sealed packet with the confidential health and physical information and release for treatment forms. It is only to be opened in an emergency. Otherwise sealed packet is to be returned to team parent or coach, who will return to athletic department at the end of the season.
5. Students may drive themselves and siblings to and from the event, but are not allowed to drive any other students.
6. Parents are allowed to drive their students.