



ALMADEN COUNTRY DAY SCHOOL

Volunteer Motor Vehicle Use for School Purposes

In accordance with the requirements of the school and its insurance policy, all persons/volunteers that may use their own personal vehicle for school purposes are required to provide proof of insurance and authorize the school to conduct a Motor Vehicle Record (MVR) check with the State of California. Motor Vehicle Records (MVR) are run to determine insurability.

The insurance broker and the insurance company writing Almaden Country Day School's insurance requires the driver's license number and information to assess their insurability by running a Motor Vehicle Record (MVR) report. You reserve the right to see a copy of your MVR upon request.

The school's requirement for "occasional use" of a personal vehicle is \$100,000/\$300,000 bodily injury and \$50,000 property damage or \$300,000 combined single limit. All such persons/volunteers will be required to submit proof of this insurance annually which usually can be done with a copy of the declaration page of the policy.

A copy of the Authorization to Conduct an MVR Check is attached as Exhibit A. **This must be completed and returned to Almaden Country Day School annually along with proof of insurance as described above.**

The purpose of the MVR check is to ensure that only the most competent persons operate vehicles for school business and the safety of the children. The administration, in its sole discretion, may determine those persons who are eligible to drive on school business.

By completing the Authorization to Conduct an MVR Check form [Exhibit A], you hereby authorize the insurance company and/or Heffernan Insurance Brokers to be in possession of your driver's license number, obtain the necessary motor vehicle records, and authorize them to send a copy of your Motor Vehicle Record to Almaden Country Day School.

Each year field trip drivers must complete and submit these forms:

- The attached **"Authorization to Conduct an MVR Check"**
- Copy of the declaration page of your insurance policy stating required coverage amounts noted above.**

Forms must be submitted once annually, a minimum of 10 business days before driving on the first field trip of the year.



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Exhibit A

Authorization to Conduct an MVR Check

Almaden Country Day School will order and review motor vehicle records of any person who may drive on school business. This includes volunteers who drive any company vehicle as well as those who may drive their own vehicle on school business.

Motor vehicle records will be checked before an individual is allowed to use his/her own personal vehicle on school business and annually thereafter to determine whether the volunteer may drive on school business.

In order for us to obtain your motor vehicle report, please provide the following information:

Full name (as shown on driver's license): _____

Driver's License Number & State: _____

Date of Birth: _____

E-mail Address of Driver: _____

Your Student's Current Grade Level(s): _____

By completing the Authorization to Conduct an MVR Check form [Exhibit A], you hereby authorize the insurance company and/or Heffernan Insurance Brokers to be in possession of your driver's license number, obtain the necessary motor vehicle records, and authorize them to send a copy of your Motor Vehicle Record to Almaden Country Day School.

You further hereby voluntarily authorize Almaden Country Day School and its agents, officers and employees to consider the information provided by the MVR history check when making decisions regarding your eligibility to drive on school business.

You release Almaden Country Day School and its representatives and the providers of such information from any and all liability for damage of whatever kind which may at any time result to you, your heirs or assigns, because of compliance with this authorization, the conduct of this investigation and release of information or any attempt to comply with it.

This authorization will be valid until the end of Almaden Country Day School's academic school year.

Signature

Print Name

Date