Driver Information – Quick Reference Guide

We've had some confusion around the driver packet, so here's a clear breakdown of what's required and when.

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1. Fingerprints (One Time Only)

- The very last page of the driver packet refers to fingerprints.
- This must be completed one time only and is the most important part of the process.
- Fingerprinting allows the Bureau of Criminal Investigation (BCI) to keep an ongoing background check and notify the school if your status changes.
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- Even if you had fingerprints or background checks done somewhere else you still need to do this step.

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2. Annual Requirement – Background Check Self-Disclosure

- Each year, drivers must submit a self-disclosure form to update their background check status.
- This step must be repeated every school year.

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3. As Needed – Vehicle & Insurance Updates

- If you change vehicles or update your insurance, you must provide the school with updated information.
- This ensures that all records are current and compliant.

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4. What’s in the Packet

The driver packet includes:

- Car insurance documentation
- Vehicle information
- Driver acknowledgment form
- Volunteer and observation guidelines

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5. Why This Matters

It is essential for all drivers to remain compliant with these requirements to ensure the safety of our students and smooth school operations.

6. PCs should only be

Looking Ahead

We are considering tweaks to the process—including moving parts of it electronic—to make it easier and more efficient.

Thank you for your attention to this important process and for supporting our school community!