



DRIVING PAPERWORK INSTRUCTIONS

Dear Challenge School Families,

The Immersion program and field trips throughout the school year at Challenge School are a success due in part to the wonderful community of drivers who volunteer their time to drive our students. In order to continue the success of such programs and be prepared to meet driving needs of the school, we have streamlined the driving paperwork process to save you time and reduce last minute scramble. Just follow the simple steps below for each driver.

5 Easy Steps:

Bring completed forms to the Check-In (Aug 3, 2016)!

1. Bring your Colorado driver's license

Make a copy (front side only), if you have access to a copy machine. Otherwise, we can make a copy for you at the Check-In.

2. Bring a copy of your auto insurance policy "declarations" page

Make sure it shows: (1) the name of the insured; (2) the actual dollar amount of liability coverage; (3) policy number; (4) vehicle information; and (5) current term dates/policy period. NOTE: ***This is NOT your Proof of Insurance card as this does not contain all the required information.*** If you don't have a copy, call your agent and ask them to send it to you, or email directly to challengedrivers@gmail.com or fax directly to the school at 720-747-2183 attn: Driving Paperwork Coordinator. If it is sent to the school, make sure the agent puts a circle around your name so the office can easily put it with your other materials.

3. Bring Completed Form DR 2559 Permission for Release of Individual Records

Form DR 2559 attached. Complete the top section and sign. This is the only time the school will get a copy of your motor vehicle report (MVR) for you and fee of \$9.00 will be waived. After the Check-In in August, you will need to get your MVR yourself and pay any necessary fees.

4. Bring the District Authorization Form (Forms marked #4-1 and #4-2)

Template attached. Complete the blanks and sign.

5. Log Volunteer Time

You will earn one (1) Family Service Hour by turning in your COMPLETED driving paperwork at the Check-In.

NOTE: Grandparents and other caregivers may also volunteer to drive as long as they, too, have the above paperwork turned in. Please identify the Challenge Student if last name differs. All of the above paperwork must be ***resubmitted*** at the start of each school year.

Thank you for your support for making Immersions and field trips happen!



DRIVING PAPERWORK FAQs

1. What happens after my driving paperwork is submitted at the Check-In?

Once your driving paperwork is verified for completion, your completed forms are submitted to the Cherry Creek School District Risk Management Office for final review/approval. You cannot drive students on district related business until the District has approved your paperwork. You will be notified if you have incomplete paperwork or if you are not eligible to drive.

2. Can I still turn in my driving paperwork after the Check-In?

Yes, but, you will need to obtain a copy of your motor vehicle report on your own. Completed driving paperwork must be submitted at least 2 weeks prior to any driving needs to ensure adequate time to process.

For School Year 2016-2017, the key dates are as follows:

For Fall Immersion (Week of October 17, 2016) – All paperwork must be turned in by September 30, 2016.

For Spring Immersion (Week of May 15, 2017) – All paperwork must be turned in by April 28, 2017.

3. How do I obtain a copy of my Motor Vehicle Report (MVR)?

The easiest way is to submit your paperwork at the Check-In. Otherwise, you can (a) go to the nearest DMV office (please check the DMV location to determine offices that provide this service) to get a non-certified copy of your MVR; or (b) mail the completed MVR Request Form DR 2559 (all sections), include a check for \$9.00 payable to the Department of Revenue and a self-addressed stamped envelope to Challenge School. Mail in process could take 10 – 14 business days after the request is received by the DMV before the request is processed.

4. Can I drive my own child on a field trip, if I did not complete my driving paperwork?

Yes, you may drive your own child on any district related business; however, you cannot drive other students without approval from the District.

5. How do I volunteer to drive students and when do you need volunteer drivers?

There are many opportunities for volunteer drivers. Please check your emails or Friday Facts for volunteer needs.

(a) Fall and Spring Immersions – indicate your interest in driving during immersion sign up. Once your child's immersion placement is completed, a volunteer driver coordinator will contact you to match your availability and the needs of the immersion. Additionally, On-Call Drivers are also needed during Immersions. The success of Immersions is dependent on fulfilling driving needs, so please volunteer to drive!

(b) Field Trips (e.g. AmeriTowne, International Towne, Junior Achievement Day, end of year celebration field trips) – Room Parent(s), driver coordinator or teacher will contact you for volunteer spots.

(c) School sponsored activities (e.g. Math Contests, Robotics tournament, PTCO sponsored activities (e.g. Chess Club Competitions), and many others – each coordinator will contact you for volunteer spots.

6. The office at school already has my driver's license scanned for entry, why do you need another copy?

The entry check-in process uses a different system and is not available for driving paperwork.

7. I have a few traffic citations. Can I still volunteer to drive?

It depends. The Colorado School Districts Self Insurance Pool (CSDSIP) Motor Vehicle Report (MVR) Eligibility Standards are applied when determining your eligibility to drive students. See attached.

8. If I have questions, who can I contact?

Questions: challengedrivers@gmail.com or Mary Lee at (303) 587-6104

For paperwork submission:

- (a) email to challengedrivers@gmail.com; or
- (b) drop it off at the school office, Attn: Driving Paperwork Coordinator; or
- (c) fax it to school [\(720\) 747-2183](tel:7207472183) Attn: Driving Paperwork Coordinator.

**COLORADO SCHOOL DISTRICTS SELF INSURANCE POOL (CSDSIP)
MOTOR VEHICLE REPORT (MVR) ELIGIBILITY STANDARDS**

These standards are to be applied to MVRs and/or police reports when reviewed by Member personnel or CSDSIP. These standards are not meant to replace a Member's internal policy, procedure or handling of a driver who is deemed uninsurable under CSDSIP's policy.

Time Period	Violations	Accidents	Combination
One Year	No more than two moving violations	No more than one accident	No more than one moving violation and one accident
One Year	Failed Drug or Alcohol Test		
Three Years	No more than three moving violations	No more than two accidents	No more than two moving violations and one accident
Three Years	DUI, DWAI, reckless driving, drag racing, expressed or implied consent, or any drug or alcohol related violation	Any accident caused by reckless driving or drag racing	
Five Years	Hit & run, vehicular assault or vehicular homicide violation	Any accident involving drugs or alcohol, hit and run, vehicular assault or homicide	Habitual offender regardless of cause

1. Current MVRs are to be requested annually for anyone who will be driving a Member's vehicle.
2. We recommend MVRs to be requested for anyone driving their personal vehicles on District business including employees.
3. Volunteers' personal vehicles are excluded from CSDSIP coverage; however, we do recommend that volunteers' MVRs are reviewed by the Member.
4. If a driver does not possess a valid Driver's License, the driver is not insurable.
5. Defective and unsafe vehicle violations with points are counted as moving violations. "No insurance in possession" is not counted as a moving violation for eligibility purposes.
6. If a violation and accident are associated, they will be counted as a single offense against the driver.
7. If the above Eligibility Guidelines are not met, the driver becomes uninsurable and the Member must notify CSDSIP immediately. An endorsement will be issued excluding the driver from Member's coverage.
8. The eligibility time limit runs from the date of the violation unless the license is revoked, denied or suspended.
9. Any driver who fails a Drug or Alcohol Test, not associated with a moving violation, is uninsurable for one year from the date of the failed test.

Revoked, Denied or Suspended Licenses

- If a license has been revoked, denied or suspended as a result of any violation shown in the "3 Years" row above, the three year time limit will apply from the date the license is reinstated.
- If a license has been revoked, denied or suspended as a result of any violation shown in the "5 Years" row above, the five year time limit will apply from the date the license is reinstated.
- Licenses suspended due to failure to pay child support or unpaid judgments will not be considered for eligibility purposes.



DR 2559 (06/14/16)
COLORADO DEPARTMENT OF REVENUE
 Division Of Motor Vehicles
 Driver Control Section, Room 164
 PO Box 173350
 Lakewood, CO 80217-3350
 www.colorado.gov/revenue

SEARCH FEE
\$9.00

**Permission for Release of Individual Records
 and Requestor Release and Affidavit of Intended Use**
Driver's License offices provide only personal driving record information.
Records and/or other requests are available only at 1881 Pierce St., Lakewood, CO
 Pursuant to §24-72-204 (7)(b)(XIII), C.R.S.

I (please print) _____ hereby authorize the release of personal information as contained in records maintained by the Colorado Department of Revenue, Division of Motor Vehicles, to the requestor identified below pursuant to the Driver's Privacy Protection Act (18 USC 2721) and Colorado law (§24-72-204, §42-1-206, §42-3-125 C.R.S.).

OR

I (please print) _____ am the parent or legal guardian of (please print) _____ and hereby authorize the release of personal information contained in records maintained by the Colorado Department of Revenue, Division of Motor Vehicles, to the requestor identified below pursuant to the Driver's Privacy Protection Act (18 USC 2721) and Colorado law (§24-72-204, §42-1-206, §42-3-125 C.R.S.).

Driver's Date of Birth _____ Driver's License Number _____

Signature _____ Date _____

Release Records to (name) _____ Driver's License Number _____ State _____

Company (if applicable) CHERRY CREEK SCHOOLS - CHALLENGE SCHOOL

Address 9659 EAST MISSISSIPPI AVENUE

City DENVER State CO ZIP Code 80247

Under penalty of perjury, I attest that I shall not obtain, resell, transfer, or use the information in any manner prohibited by law. I understand that motor vehicle or driver records that are obtained, resold, or transferred for purposes prohibited by law may subject me to civil penalties under federal and state law.

Signature of Requestor _____ Date _____

If your check is returned for insufficient funds or a closed account, you may not be issued or renew any type of driver's license or identification card until the original check is redeemed and an administrative and short check fee are paid.

Exhibit: EEAG-E

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE ON SCHOOL DISTRICT BUSINESS

Please print and complete all boxes.

I. DRIVER INFORMATION

Driver's Name	School/Dept. Challenge	Purpose(s) Field Trips
Driver's Address	Phone	Position with school Volunteer
Date(s) of Driving Various in 2016-2017	No. of Passengers	Vehicle Description

II. CERTIFICATION

In accordance with district policy, approval is requested to use a privately owned automobile on official school district business.

- A. I certify that whenever I drive a privately owned vehicle on school district business, the vehicle will always be:
 - 1. Covered by liability insurance for the minimum amount prescribed by the district: \$300,000 single limit or \$100,000/\$300,000/\$50,000 automobile liability insurance.
 - 2. Equipped with one seat belt or child restraint system for every passenger.
 - 3. To the best of my knowledge, in safe mechanical condition and adequate for passenger transportation and/or work to be performed.

- B. I further certify that while using a privately owned vehicle on official district business, all motor vehicle laws will be obeyed, including all passengers' use of seat belts and the appropriate child restraint systems. Any traffic accidents, no matter how minor, will be reported immediately to Risk Management at 720-554-4643.

- C. I further certify that I am at least 21 years old, and that I possess a valid Colorado driver's license as follows:

License Number	Date of Birth	Expiration Year
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- D. I further certify that I have not been convicted of driving under the influence, driving while impaired, careless driving, or reckless driving in the past five years. I have either attached a current Colorado Motor Vehicle Report (MVR) or I authorize the school district to obtain a copy of my MVR from the State of Colorado.

Individual's Signature

Date

III. PROOF OF INSURANCE

Insurance Company	Policy No.	Expiration Date
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Attached is a copy of my current insurance policy declarations page (or a Certificate of Insurance) stating my coverage limits, policy effective dates, and covered vehicle information.

IV. AUTHORIZATION

Use of a privately owned vehicle on school district business is authorized.

Administrator's Signature

Date

INSTRUCTIONS

1. This form should be submitted to the Principal's secretary so it can be received by Risk Management a minimum of two weeks prior to the event to insure adequate time to process.
2. Attach a copy of your proof of insurance, and a copy of your Colorado driver's license.
3. This form must be signed by a site administrator.

Approved by Superintendent Monte C. Moses, October 24, 2006.