



ORCUTT Union School District

Where a Dedicated Staff Means Kids Come First

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Dear Parents,

Thank you for volunteering to transport our students to a school-sponsored event. The following four items are required to be completed prior to volunteering to transport students:

1. Complete and **sign** the attached Transportation for School-Related Trips Driver Registration Form.
 - a. You must meet the listed minimum liability limits for bodily injury, property damage and medical. If these are not met, you will be unable to provide transportation to students.
 - b. If you have any points on your DMV driving record, you will be unable to provide transportation to students. Example of points: speeding, running a red light, making an unsafe lane change, having an at-fault accident, reckless driving, hit-and-run, etc...
2. Complete the attached Employer Pull Notice Program Authorization for Release of Driver Record Information form.
3. Go to the California DMV website:
<https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome>
Print out a current driving record, within the last 30 days. The cost to you is \$2 and you will be able to print your record immediately.
4. Print the attached Request for Live Scan Services Form
 - Fill out all your personal information.
 - Take the completed form to any Live Scan site for fingerprinting, pay an approximate \$25 processing fee to the DOJ along with their rolling fees. Rolling fees vary depending on where you go. To the best of the District's knowledge, the Sheriff's Department has the lowest rolling fee of approximately \$7. The Sheriff's office can be reached at 805-934-6175 if you have any further questions. Please note that they only accept cash for both fees.

To find other fingerprinting sites nearest to you, their fingerprint rolling fees (additional to the DOJ processing fee) and acceptable methods of payment, see <https://oag.ca.gov/fingerprints/locations>

5. Return items 1-3, the bottom half of your request for live scan service form, along with a copy of your driver's license and a current insurance declaration page which displays liability coverage, to your child's school office manager.

You will be notified by the school site office indicating whether you meet/do not meet the requirements to become a parent driver. If all the information is completed in a timely manner, the process should only take three to four weeks.

Thank you for volunteering!

Brad Gitchell

Brad Gitchell
Director, MOT

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