



## Volunteer Driving

Thank you for your interest in serving as a volunteer! Your time and talent are important contributions to our community and the program we offer children.

Our insurance policy states that in order to drive a school van or personal vehicle with passengers (other than your own family members), the following documents need to be on file with Miquon:

1. Requirements for Driving Policy, including copy of valid driver's license
2. Child Protection Clearances
3. 10-year Motor Vehicle Driving Record (MVR) \*
4. Copy of personal auto insurance policy showing at least \$100,000 in liability coverage (only for driving personal vehicle with non-family members for on official school business)

### Instructions

1. Please review, sign, and return the Requirements for Driving Form via the [Parent Portal](#) with a copy of your license to Jennifer Sharp, Director of Finance and Operations. This form should be completed annually.
2. Be sure your background clearances and mandated reporter training certificate are up current.
3. Obtain your MVR.
4. If driving your personal vehicle, submit a copy of your insurance coverage summary showing at least \$100,000 in liability coverage.

### Obtaining your MVR

Obtain your own MVR anytime by completing the following steps:

1. Go to the website, [dmv.pa.gov](http://dmv.pa.gov).
2. Click on "Driver History."
3. Select "10-year Record."
4. Complete the prompts and submit your MVR results to Jennifer Sharp by email ([jennifers@miquon.org](mailto:jennifers@miquon.org)) or by mail (The Miquon School, 2025 Harts Ln, Conshohocken, PA 19428).

*\*Should this cost create a barrier to your ability to volunteer, please contact the Business Office.*

Please direct questions about the volunteer process to Jennifer Sharp in the Miquon Business Office by emailing [jennifers@miquon.org](mailto:jennifers@miquon.org) or by calling 610-828-1231 x207. Information provided to The Miquon School surrounding background information is confidential.

## Requirements for Driving

The school is dedicated to the safety of not only the students but the adults of the school community as well. These parameters will help ensure the safety of everyone riding in school vans or personal vehicles with passengers (other than one's own family members).

To drive our students, individuals must:

- Be 21 years of age or older
- Have a thorough knowledge of the state and local traffic laws
- Demonstrate the ability to drive a school van
- Be reliable, dependable and able to transport students in a safe, courteous manner
- Supply criminal record, child abuse clearance reports, and FBI/federal background check
  - Requires fingerprinting
  - The FBI check is required only if you have not lived in Pennsylvania for the past 10 years
  - If you have lived in PA for at least 10 years, you may instead sign a volunteer affidavit
- Produce 10 year motor vehicle record (MVR)
- Have no record of serious motor vehicle violations, including but not limited to DUI, reckless driving or any vehicular felony
- Have no record of motor vehicle crashes or traffic violations within 12 months
- Notify the school of any adverse change to driving record
- Alert the school within 72 hours of any arrests or convictions as required by law

While driving, individuals will:

- Operate a school van in a safe and proper manner
- Not drive if taking any prescription or OTC medication that may impair driving
- Not drive while under the influence of drugs or alcohol
- Know limitations and adjust driving procedures and habits accordingly
- Not text or use phone while driving

To drive a personal vehicle, individuals must:

- Maintain a safe vehicle with operating seatbelts for each passenger
- Demonstrate liability coverage of \$100,000

The school will review the MVR to ensure the operator's license is valid and that the driving record is acceptable.

By signing below, I consent to the school requesting and reviewing my driving record in order to evaluate my driving history and suitability as a safe driver. This form may also be submitted via the [Parent Portal](#).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number and State of Issue

Have you lived in Pennsylvania for 10 years?

\_\_\_Yes

\_\_\_No

Return with a copy of your driver's license to Jennifer Sharp. By mail: The Miquon School, 2025 Harts Lane, Conshohocken, PA 19428. By email: [jennifers@miquon.org](mailto:jennifers@miquon.org).