

# Downtown Denver Expeditionary School

## Volunteer Information

2017-2018

At DDES we welcome and encourage our families to volunteer at the school, either in the classroom or on fieldwork.

In order to serve our community well, and for the safety of both you as the volunteer and for the safety of our students, we require all of our regular volunteers undergo a background check. This is required every two years.

Here is the link for the online background check <https://www.cbirecordscheck.com>

The cost is \$6.85. Please drop-off a copy to the office or email a pdf copy to [frontoffice@ddeschool.org](mailto:frontoffice@ddeschool.org).

If you will be driving, please also turn in the attached auto waiver along with proof of insurance and a copy of your driver's license.

If you have any questions please contact the office or your crew leader.

## Downtown Denver Expeditionary School

### Employee/Volunteer Automobile Policy

Downtown Denver Expeditionary School (DDES) commercial auto insurance policy responds on an excess basis for private vehicles driven by school employees/school volunteers. Please complete this form and return it to the Front Office. We appreciate your interest in volunteering and the time it takes to complete this application.

Print Driver's Full Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver License Number \_\_\_\_\_ State \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name of Auto Insurance Company \_\_\_\_\_

Insurance Policy Number \_\_\_\_\_

Your insurance must meet or exceed the following minimum requirements:

- \$100,000 per person
- \$300,000 per accident for bodily injury
- \$10,000 per accident for property damages
- \$25,000 per person and \$50,000 per accident for uninsured motorist coverage
- \$15,000 per accident for personal injury protection

Please see the reverse side for more information

DDES reserves the right to order and review employee/volunteer MVRs as part of their standard background check policy. These reports are subject to DDES' commercial auto policy underwriting guidelines, established by the insurance carrier during the applicable coverage period.

Seat Belts:

- Yes \_\_\_\_\_ for \_\_\_\_\_ # of Passengers
- No \_\_\_\_\_ (You will not be allowed to drive)
- Maximum number of passengers: \_\_\_\_\_

ALL PASSENGERS MUST WEAR SEATBELTS\*

**Current proof of insurance coverage and a copy of your driver's license must be submitted with this form. Driver will not be allowed to drive without proof of coverage.**

As an employee/volunteer during the school year \_\_\_\_\_ to \_\_\_\_\_, I understand that the School's insurance responds on an excess basis. I am personally responsible for the primary liability and physical damage coverage. I also certify that I am at least 21 years of age.

Driver Signature: \_\_\_\_\_ Date \_\_\_\_\_

Head of School Approval/Signature: \_\_\_\_\_ Date \_\_\_\_\_

*As of 8/1/03: Four and five-year-olds must have booster seats or seat belt "adaptors" to ride in a private vehicle if they are less than 55" tall.*