

TRANSPORTATION OF STUDENTS

In accordance with School Board Policy, Florida State Statutes and the Guidelines set forth by the Risk Management Department with Bay District Schools Police – Safety & Security. Any person who will transport students by a vehicle other than a school bus:

- Must be an adult 21 years of age or older with a valid FLORIDA driver's license.
- **Must be fingerprinted with the BDS Police, Safety and Security Department.** If the person requesting the MVR is an employee, the prints must be on file and up to date. If the person is a Volunteer/Chaperone (any non-employee) they **MUST be fingerprinted** in the fingerprint office through the VECHS program. In order to obtain prints, you MUST sign a chaperone form to send with the driver to turn in at the fingerprint office and the prints can take up to 5 days to return from the FBI, so allow for that time as well. **Do not submit** the MVR until the prints have cleared.
- Must complete an **MVR request** & submit it **along with a copy of the driver's license** to Kim Russ @ the Bay District Schools Police **Safety & Security Department** by email: russkl@bay.k12.fl.us CC: Melanie McGowin mcgowmm@bay.k12.fl.us These have to be **resubmitted EVERY TIME**. Example: Volleyball season – each individual trip must have an MVR completed for that trip, per driver. Employees that transport home on a daily or regular basis can submit an MVR request once per month.
- **BDS Policy is that MVRs are to be submitted at least 10 working days prior to the trip date.** If Safety & Security personnel aren't available to approve the MVR forms- **they may not be allowed to drive the students and other arrangements will have to be made.** Further, it is Bay District Schools Police Safety & Security Department's discretion to approve or deny any applicant after review of their criminal and driving history.
- **Anyone using their PERSONAL Vehicle must have insurance liability coverage of \$100,000 to \$300,000 – they must turn in a current declaration page from the insurance company. The declaration includes the name and address of the insured, the policy number, who all is on the policy, the**

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insurance contact information and what coverages are included. And you cannot have more than 8 students in a passenger car.

- No more than two (2) motor vehicle moving violations within the last 3 years.
- No reckless driving citations for the last 5 years.
- No DUI's in the past 12 years.

Fingerprint Information as of 3/4/2021:

\$35.00 for prints

Prints are good for one year

Prints can take from 1 – 5 days to clear

Print status can be checked at the following website:

<https://fingerprintcheck.bayschools.net/>

If cleared, the chaperone can come to the fingerprint office and pick up a chaperone badge. You can then include a copy of the current chaperone badge with the MVR and the copy of the license.

**** If someone has an out of state Driver's License -it is the responsibility of the potential driver to obtain a copy of their complete driving record (3 or 10 year) from the state in which the DL was issued. Once they have received the record, it should be attached with MVR form and a copy of the driver's license. Each state varies, but a copy can usually be obtained online at the DMV or DOT website in the issuing state. A fee may be charged for the service.**