

In order to safeguard students during school sponsored field trips and off-site activities, the Director will implement a procedure regarding volunteer drivers and chaperons. The procedure will include, at a minimum, the following requirements:

- Volunteers' motor vehicle records will be checked annually.
- Volunteers will notify the Director of any significant changes to their driving records that occur during the school year.
- Volunteers accompanying students on off-site activities will have a Colorado Bureau of Investigation check completed annually.
- Written guidelines for approval will be included in the procedure.
- The school will pay the expenses to obtain required records.
- Records will be kept in a locked file in the Director's office.
- Only the Director and Assistant Directors will have access to the records.
- All records will be destroyed at the end of the school year.

The Director will make the final decision of whether a volunteer is approved as a driver or chaperon. If denied, the volunteer will be notified, upon request, as to the grounds for denial. A volunteer who is denied approval as a driver may appeal the decision, first, to the Academy Board president, and second, to the entire Academy Board.

**Adopted:** February 10, 2007; September 9, 2015, January 11, 2023  
**Reviewed:** April 2014; September 9, 2015, January 11, 2023  
**Revised:** May 2014; September 9, 2015  
**Rationale:** New policy, word "Parent" replace with "Volunteer" in keep with the D50 policy. 2015 Removal of D50 IICA CPA 1. Added "the following requirements" to the first paragraph. Added "the grounds for denial. A volunteer who is denied approval as a driver". To be alignment with Colorado Charter Institute, new authorizer. No changes made in 2023.