

Lewis Center for Educational Research

**BP 2350: ADMINISTRATION
 OFF-SITE EVENT**

Adopted: April 1, 2004

Revised: September 10, 2007

The Foundation Board recognizes that persons attending off-site LCER/AAE events may be transported by LCER van or personal vehicle.

All drivers must complete the following prior to departure:

- **Volunteer Driver Acknowledgement Form** (required to be on file with Compliance Manager before transporting passengers)
- **Current fingerprint clearance on file**
- **Current DMV driver report on file**
- **Proof of Insurance on file (if driving personal vehicle)**
- **Van Usage Checklist** if driving an AAE van (required to be on file with Facilities before receiving van keys)
- **Off-site Event Form** (required to be on file with Principal or Executive Team Member before transporting passengers)

All drivers are to receive a copy of the following:

- Volunteer Driver Policy
- Van Use Policy (if applicable)
- Off-Site Event Policy

If there is an emergency, driver is to contact the Principal or Cabinet Team Member immediately at (760) 946-5414; ext. 255 Gordon Soholt, ext. 204 Dave MacLaren, ext. 215 Rick Piercy, ext. 249 Paul Rosell. If you get the voice mail message, press 1 to be connected to their cell phone.

In case of an accident, driver is to also contact the police immediately. A police report must be filed and forwarded to the Principal or Executive Team Member.