

Required Documents

- Current & Valid Driver's License
- Current & Valid Auto. Insurance
- D.O.J. Clearance (Live Scan Fingerprinting)

* All documents should go to the front office. You can drop them off or email them to

info@blueoakcharterschool.org

* Please remember that your license and insurance expire, so you will have to update them as needed. All expired documents are shredded by office staff

Driver's License

We need a copy of a current Driver's License for any Volunteer who will be driving children in addition to their own.

D.O.J. Clearance

All Drivers must have a D.O.J. clearance on file with Blue Oak School. Clearances done previously at another business or organization, are not transferable. To initiate this, first pick up the order form at reception "**REQUEST FOR LIVE SCAN**". You will need this form when you go to get your fingerprints run.

> We recommend the Chico State Police Station for their Live Scan services. Located at the Information Center on the corner of W. 2nd and Normal Streets, Chico California. The cost of doing the Live Scan process is the responsibility of each volunteer. (approx. \$50) If this expense will keep you from volunteering please reach out to our Parent/Community Liaison to discuss your options. Once we have a clearance on file, you will not need to repeat this step.