Driver/Chaperone Clearance
Parent Guide

Thank you for your interest in being a JAA Driver / Chaperone!

The safety of all scholars is JAA's first priority. To be a driver or chaperone, please make sure to complete all of the items below and keep them current with JAA as they change or update. Individual teachers will inform you if you have been selected for your scholars' field trips.

Please note for the 2025-26 school year all driver/chaperone paperwork must be turned in electronically through the google "Driver/Chaperone Documents Form" linked below. We are no longer accepting paper copies or emailed documents. We appreciate your cooperation with this as we update our processing protocols.

We look forward to fun outings with you as a driver / chaperone!

Required Clearance Documentation

The following current and up to date items are required by all drivers and chaperones to obtain a driver/chaperone clearance. Driver/Chaperone Clearances will stay current through the school year until any of the required documents expire. Please keep an eye on your expiration dates and submit new documentation to keep your clearance active. All of the required documents, except the DOJ and FBI Live Scan, are to be electronically submitted through the Driver/Chaperone Documents Form (link below). All drivers and chaperones must be **cleared and approved 2 full school weeks** prior to the field trip. Required clearance documentation:

1. **Live Scan** (DOJ and FBI)
   a. Make sure to use the correct JAA Live Scan form so it is submitted properly
   b. Submit Live Scan at an approved location (search here)
   c. Live Scan clearances do not expire once completed for JAA. The DOJ and FBI keep them live and up to date.
2. **Driver Authorization/Chaperone Form**
   a. This form is provided in the Driver/Chaperone Documents Form and must be completed each school year and when information on the form changes.
   b. Authorization must be filled out completely and expectations signed on page 2 (use add text box or draw features to add signature)
3. **Driver's License**

a. Submit current driver's license and resubmit when issued a new card

4. **Insurance Declarations Page** must include:

      a. Minimum Coverage Amount or higher

            Bodily Injury $100,000/$300,000

            Property Damage $50,000

      b. Insurance Company

      c. Policy Number

      d. Policy Holder

      e. Name(s) of Insured Driver(s)

      f. Current Coverage Dates (including expiration date)

*A full PDF of your Insurance Declarations Page must be submitted. Insurance cards and partial screenshots will not be accepted without a declarations page. If policy indicates "continuous until cancelled" an insurance card will be required to show both start and end date of active and current policy time frame.

* Company Insurance will have significantly longer processing times. It will need district approval and may need additional paperwork. Please be prepared to submit documentation from your insurance company stating you are allowed to use company insurance and company vehicles for a school field trip, or you can submit personal insurance instead.

In addition to the driver/chaperone clearance documents, each driver/chaperone will need to sign up in parents square for a driver/chaperone spot and are required to fill out and sign a **Chaperone Field Trip Participation Slip** for each individual field trip you have been selected to attend. More details on each of these will be sent out through classroom communication.

Family / Scholar Handbook

FIELD TRIPS

All field trip drivers and chaperones (or anyone going on or meeting up during the field trip), prior to the field trip, must be fingerprinted and have the appropriate levels of insurance, as determined by our liability insurance coverage, which is board approved. Parents or guardians driving their own scholar must also have fingerprint clearance prior to the field trip. Siblings will not be allowed to accompany scholars or chaperones on Academy-sponsored field trips. We ask that fingerprint clearance and all such documentation be completed by October 1st of each year. All drivers must comply with the State of California traffic safety laws regarding the transportation of children. Car seats/booster seats must be used for the transportation of all scholars who are covered by current California Car Seat Safety Law. There must also be a seat belt for each scholar.

FINGERPRINTING POLICY (LIVE SCAN)

The safety of our scholars at John Adams Academy is our first priority. All volunteers who drive or attend school-sponsored field trips must be fingerprinted and cleared, including parents who only drive their own child.

Helpful Links

Driver/Chaperone Document Submission Form (Elementary)
https://docs.google.com/forms/d/e/1FAIpQLSdKRaQyApgoyNnwErNoPBU5ZjXv99ajxLddbYo6HGyit5KhAQ/viewform?usp=header

Driver/Chaperone Document Submission Form (Secondary)
https://docs.google.com/forms/d/e/1FAIpQLSfyYvyjAxcZcWgEte2IJ6cyMkBuAZ1WDzMxE-UzZ8wOYqU_yg/viewform

John Adams Academy Live Scan Form
https://4.files.edl.io/5369/01/24/24/202212-58dd1616-6d77-4b8a-a343-b06900702982.pdf

John Adams Academy - Family / Scholar Handbook
https://www.johnadamsacademy.org/apps/pages/index.jsp?uREC_ID=4406956&type=d&pREC_ID=2635061

State of California Department of Justice - Fingerprint Background Checks
https://oag.ca.gov/fingerprints

State of California Department of Justice - Live Scan Locations
https://oag.ca.gov/fingerprints/locations

California Highway Patrol - Child Safety Seats
https://www.chp.ca.gov/programs-services/programs/child-safety-seats

Document Submission Help Tips

For those having problems submitting their driver/chaperone documents please check these help tips and possible reasons for error.

1. Authorization Form/Signature Page

- To add a signature use the insert function or draw function depending on your device.
- Make sure to save the fillable authorization form and upload the copy of it to the form.
- If needed you can print, fill out and submit a picture of the authorization and signature page.
- Don't worry if there is a line through the text it will come through fine for processing.

2. Google Storage Full (Most Common Error Fix)

- This is the #1 reason for submission errors. Google forms actually has to upload to your account first in the background before your documents are submitted to the form for processing. This is a built-in security function by Google. Please check your google account and make sure your storage is not full. You will not be able to submit until your account has available space. Need help doing this? Go here:
https://support.google.com/drive/answer/6374270?hl=en&utm_source=chatgpt.com

3. User Not Signed In to a Google Account

- Make sure you are signed into a google account. Using a chrome explorer as opposed to Safari works best.

4. File Type Not Allowed

- Make sure it is a PDF or Image (JPEG). Some other formats are accepted but these are best.

5. Limited or Poor Connection

- Make sure you have a good internet connection and are not on a limited school or work wifi that may block certain websites or functions.

6. PDF Issues

- If having trouble with a PDF you can take a screen shot of it instead and upload that. Please just make sure it is clear and still contains all the info needed.
- If a PDF is not working it usually means part or all of your Java Script disabled or blocked