



Field Trip Driver Approval Instructions

Thank you for volunteering to drive for Rivendell field trips. Your driving makes field trips possible! To request approval as a driver, you must submit documentation each school year.

At least 3 days prior to the field trip, submit to Mrs. Tyson:

1. Copy of your Driver's License
2. Copy of your Insurance Card (copy both sides)
3. Copy of your current DMV driving record

NOTE: Our insurance has requirements for parent drivers, based on driving record. Too many infractions may disqualify you as a driver.

These three steps must be done each year, no exception, as required by our insurance policy.

Helpful Hints:

License & Insurance Card – You may make a copy in the school office or scan and email these to office@rivendellschool.net.

Driving Record – You get your current record from the DMV for your state of residence. Most states have an online request. We only need a copy of the current record, not an official record.

Virginia residents can access the record online:

http://www.dmv.virginia.gov/webdoc/citizen/records/drive_record.asp.

Once on the site, go to *Submitting the Request* and *Applying Online*. You will be asked for a PIN number. If you have requested your records online from the year 2010 on, you should have an existing PIN number. Otherwise, you will have to answer a series of questions to verify your identity. You will be given several options for the output of the report. You do not need an official report, just a printout of the screen. This should cost under \$10.