

St. Albans Country Day School
**PARENT VOLUNTEER/EMPLOYEE VEHICLE USAGE
FORM**
2022-2023

**These forms are required to be filled out
every year.**

All parent volunteers and St. Albans school employees, while operating their own vehicles to transport students on authorized field trips, should also know the office must have a copy of the *Vehicle Usage Form* along with the following:

1. A photo copy of your current insurance card that you carry in your car.
2. A copy of your DMV driving record.
3. Live Scan completed to drive on field trips or be around the students.

HOW TO GET YOUR DMV DRIVING RECORD

The office must have a copy of your driving record from the DMV for all parents who will drive students on field trips this year. Here is the URL to request a copy of your driving record:

<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>

You have to "register" first but it only takes a few minutes and costs \$2. You will need your driver's license handy because it requires some information from it. You just print the copy from your computer and turn it into the office. No waiting in long lines at the DMV office!

LIVE SCAN

Any parent volunteering or attending parties on campus **must complete a Live Scan for St. Albans**, *if not done before*, This is something you do for the school one time and will not have to do again. You will need to take the Live Scan form to a local Live Scan authorized place (please look on line for a place closest to you) to have this done. Please contact Mrs. Susan Irish if you are not sure this has been completed. susani@stalbans.org

Thank you.