

St. Albans Country Day School
DMV DRIVING RECORD INSTRUCTIONS
2024-2025

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!

Thank you.