

St. Albans Country Day School
DMV DRIVING RECORD INSTRUCTIONS
2025-2026

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, must have on file in office:

- ***Vehicle Usage Form***
- ***Copy of your DMV record***
- ***Copy of your current insurance card that you carry in your car.***
- ***Live Scan – (only done one time. Need form to take in when getting the live scan.)***

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,
Mindy Sakoi
Olivia Salazar