Dear Parent,

Thank you for volunteering to drive on field trips for our students this year. We are required to have a copy of the driver's license, as well as a copy of proof of insurance, on file for **each** field trip driver in the family. <u>These must be filed each year</u> as this information outdates from one year to the next. No parent will be permitted to drive on field trips without this documentation on file.

Please submit this form, and the requested copies, to the school as soon as possible. Thank you in advance for your attention to these details.

_____ COPY of current driver's license

_____ COPY of proof of insurance card

_____ Insurance Company _____

Policy Number _____

Expiration Date _____

Liability Limits: _____ Bodily Injury per person

_____ Limits per accident

_____ Property Damage/Combined Single Limit

_____ Vehicle License Number(s) _____

_____

_____ Number of seat belts in the <u>BACK</u> seat(s)

_____ Total number of passengers

Thank you.

MTS Staff