

**ST. PAUL LUTHERAN SCHOOL  
PARENT DRIVER APPROVAL LETTER: 2024-2025**

Dear School Parent,

In order for you to be an approved driver on your child's field trips, we need to have **proof** of your **liability coverage** along with a **Parent Driver Approval Form and Background Check Form** on file in the school office.

St. Paul Lutheran School requires **100,000/300,000** liability coverage in order to become an approved driver. Proof of liability coverage can be found on a recent billing statement. Please bring your statement to the school office and we will make a copy of your coverage to keep on file. **As soon as proof of the required limits of liability coverage is received and background check is complete, you will be placed on our Approved Driver list. Only those parents** who have met these requirements **will be permitted to drive** for designated field trips. This procedure is for the protection of the driver as well as the children who might be riding in your car. **This procedure must be completed each school year.**

**As a reminder:** Siblings are not permitted to attend field trips. Teachers will need to ask you to withdraw from the trip if a sibling is brought (associated costs will not be refunded). Also, we ask parents to dress modestly when chaperoning on a field trip. Thank you for understanding and adhering to these requests.

Your cooperation and prompt attention to this matter is greatly appreciated.

In His Service,

James K. Richards  
Principal

JKR/ko

PARENT DRIVER APPROVAL FORM: 2024-2025

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DRIVER'S LICENSE NUMBER:

\_\_\_\_\_ # \_\_\_\_\_

\_\_\_\_\_ LICENSE PLATE NUMBER:

# \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

AUTO INSURANCE COMPANY: \_\_\_\_\_

LIABILITY COVERAGE: COVERAGE MUST BE 100,000/300,000

SIGNATURE OF THE PARENT: \_\_\_\_\_

SIGNATURE OF THE PRINCIPAL: \_\_\_\_\_

DATE: \_\_\_\_\_

THIS PROCEDURE IS FOR THE PROTECTION OF THE DRIVER AS WELL AS THE CHILDREN WHO MIGHT BE RIDING IN THE CAR.

PLEASE PRESENT PROOF OF YOUR LIABILITY COVERAGE WHEN YOU RETURN THIS FORM TO THE SCHOOL OFFICE. THIS PROCEDURE MUST BE COMPLETED EACH SCHOOL YEAR.