

Dear Parent Drivers,

Please be advised that any parents driving for field trips must complete steps 1-3 below. It is a good idea to complete this process ahead of time, such as at the beginning of the school year, if you think there is a chance you will be driving for a field trip.

**1. Minimum Auto Insurance Coverage Required**

- a. \$100,000/\$300,000 Bodily Injury Liability Each Person/Each Occurrence
- b. Check that your coverage meets minimum requirements under our insurance policy. If your coverage is less than this amount, you will not be able to drive.

**2. Auto Insurance Declarations Page**

- a. Please submit copies of your current, non-expired auto insurance declarations page to the BVWS Office. Please note that if you are on a 6-month renewal and you submit copies to drive in the fall, you may have to submit new copies to drive again in the spring, depending on your renewal schedule.

**3. Driver's License**

- a. Please submit copies of your current, non-expired driver's license to the BVWS Office. You are welcome to stop by the office to do this - we are happy to make copies for you!

As always, please contact the office with any questions. Thank you so much for helping with BVWS Field Trips!

Sincerely,

Boulder Valley Waldorf School  
office@bvwaldorf.org  
(303) 652-0130