

Summer, 2011

Dear Parents/Guardians and Benchmark Staff Members,

At the request of our insurance carrier, we are writing to ask your assistance in a procedural matter pertaining to the transportation of students to school sponsored functions. Specifically, we need to have on file, copies of the driver's license and insurance card of any parent or staff member who volunteers to transport students in their car. This needs to be done annually.

Therefore, if you transport students to activities (soccer games, school trips, etc.) this year, are planning to in the future, or would be willing to should the need arise, please take a moment to stop by the front office and have us make a copy of your driver's license and insurance card. This should only take a minute, and would help bring us into compliance with the insurance company's request.

Thank you for your attention to this matter.

Respectfully,

Benchmark School Safety Committee

