

Instructions for parents driving pupils to and from events

1) Driving Licence Check

<https://www.gov.uk/view-driving-licence>

1. Please go to the .gov website

Before you start

You'll need:

- your driving licence number
- your National Insurance number - [find your National Insurance number if you've lost it](#)
- the postcode on your driving licence

This service is also available [in Welsh \(Cymraeg\)](#).

Start now >

2.



Your driving licence number

Example: MORGA657054SM9IJ

► [Where to find your driving licence number](#)

Your National Insurance number

Example: QQ123456C

► [Where to find your National Insurance Number](#)

Postcode

Example: EH1 9SP

3. Enter your
details

Driving licence details

Your details

[Vehicles you can drive](#)

[Penalties and disqualifications](#)

[Get your check code](#)

Your details

Title

Mrs

Name

Sarah Morgan

[Change](#)

4. Go to get your
check code tab

[Your details](#)

[Vehicles you can drive](#)

[Penalties and disqualifications](#)

[Get your check code](#)

Get a licence check code

You can get a check code to share your driving licence information with someone else, like your employer or a car hire company. You may need to do this if you want to hire a car.

You must also give them the last 8 characters of your driving licence number.

Your code will be valid for 21 days.

Get a code

5.

6. Please click on the 'Print or save a driving summary' and send the summary to admin@bentfield.essex.sch.uk

[Your details](#)

[Vehicles you can drive](#)

[Penalties and disqualifications](#)

[Get your check code](#)

Your check code is:

h5 Ct nB 7Z

 [Print or save a driving summary](#)



Licence summary

You can share this licence information summary with someone else like your employer or a car hire firm.

Driving status

Current full licence

Endorsements

0 Offences
0 Points

Important

Your check code: h5 Ct nB 7Z

- is case-sensitive
- is valid for 21 days
- can only be used once

7. The Licence summary will look a bit like this and be about 3 pages long.

If you are unable to send the summary, please send the check code and the last 8 digits of your driving licence.

All details are checked and then either deleted or shredded.

2) Insurance Documents

Please email a copy of your insurance documents to admin@bentfield.essex.sch.uk
All insurance details will be deleted once checked.

3) MOT

We can check your MOT online in the office, please let us know if your car is under 3 years old.

4) Parent Driver Agreement

Once we have all your details we will add a parent driver agreement in the form of a consent to your youngest child's profile on Arbor. Please have a read through and consent if you are happy to.

5) How many passengers can you take?

Please let us know how many spaces you have in your car.
We do have a selection of booster seats for pupils under 135cm.

6) When do we need to update your details?

If any of your details change or renew, we will ask you to send us another licence check and the updated documents.

Thank you for your support