

## Supplemental Field Trip Information

The following information is provided in regards to field trip requests:

### 1) DRIVING RECORD CLEARANCE

Driving records are available at your [local DMV office](#), or can be requested by fax or mail with proper identification. Please complete the [Request for Driving Record](#) form.

To get the driving records for another person: Because driver license records are confidential, you may only obtain your own record unless you have a signed release to obtain a record for another person. Please ask the other person to complete the [Driving Records Release](#) form.

### 2) INSURANCE REQUIREMENTS (see NAD policy below)

#### Y 29 20 Automobile Mileage Reimbursement

1. *Standard Automobile*—Operating costs shall be based on a standard type automobile to be defined each year by NADCOM.

2. *Components of Mileage Rate*—The mileage rate shall be based on the sum of the following components:

- a. Gasoline cost per mile
- b. Additional expense for oil, tires, maintenance, and repairs
- c. Additional expense for depreciation

3. *Insurance*—

a. Employees who regularly drive their personal automobiles on behalf of a denominational entity shall carry limits of liability equivalent to limits required for all employees who qualify for Additional Automobile Insurance Assistance (see Y 29 15).

b. All other employees or volunteers who are asked to drive their personal automobiles on behalf of a denominational entity shall carry a minimum of \$100,000 per person/\$300,000 per occurrence limits of liability.

c. Evidence of insurance shall be kept on file by the denominational entity concerned.

### 3) VOLUNTEER SCREENING

The Alaska Conference, along with the North American Division, has been a supporter of the protection of children whether they are a student in one of our schools, participating in programs in our churches, a member of Pathfinders, or visiting any of our Adventist-supported ministries. To this end, the Alaska Conference **requests all Adventist ministries within Alaska** that work with children to participate in our volunteer screening process. The conference offers background screening at no-cost for any person working with children and the process is simple:

- 1) The volunteer completes a [Volunteer Ministry Information Form](#).
- 2) They presents the form to the local church board, school board or ministry governing group. The entity reviews the form to ensure it is complete, checks the references listed by the individual, then the group chairperson signs and forwards the form to the conference.
- 3) The conference requests a background check which includes sexual misconduct and criminal offenses. When the report is received, it is presented to a conference administrator for review and approval.