

EXAMPLE

(School Letterhead)

(Date)

This letter certifies that the school bus driver shown below has completed both class and school bus behind-the-wheel instruction. In order to complete the training course, the driver needs the proper driver's license so the student transport requirement portion of the course can be fulfilled.

If the student presents a DL-64 (Certificate of Completion Commercial Driver's License Skills Test) with this letter, please issue a commercial driver's license.

If the student presents **only** this letter, please administer the road skills test prior to issuing a commercial driver's license.

Name (Last, first, middle):	
Date of birth:	
VA Driver's License Number:	
School Type:	
School Jurisdiction:	
School Code:	
In-Class Completion Date:	
Behind-the-wheel Completion Date:	

Sincerely,

(Name of approver)
(Title of approver)