



# USE OF PRIVATE VEHICLE FORM

*Please complete this form and forward it to the school administrator prior to use of private vehicles for transporting students to curricular and extra-curricular activities. Completed forms are to be kept at the school and must be easily accessible in the event of an emergency.*

<b>Date:</b>	<b>School:</b>	
<b>Purpose of Trip:</b>		
<b>Destination:</b>	<b>Number and/or Names of Students:</b>	
<b>Departure:</b> <b>Date:</b> _____ <b>Time:</b> _____	<b>Return:</b> <b>Date:</b> _____ <b>Time:</b> _____	
<b>Supervising Staff:</b> _____ _____		
<b>Vehicle(s) to be used:</b>		
Vehicle Plate Number	Owner	Driver
_____	_____	_____
_____	_____	_____
_____	_____	_____
Please list the passengers in each vehicle on a separate page and submit along with this form.		
School _____		Approved by _____