



Transportation Division  
**Request to Transport Students in Private Vehicle**

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_ Faculty Sponsor: \_\_\_\_\_

I request permission to transport student(s) in the following described private vehicle for this event:

*Make:* \_\_\_\_\_ *Year:* \_\_\_\_\_ *Model:* \_\_\_\_\_

*License #:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Registration:* \_\_\_\_\_

I have personal injury protection and property damage liability insurance covering this vehicle with . . .

Insurance Co.: \_\_\_\_\_ Policy #: \_\_\_\_\_

The vehicle is in good working order. The student(s) will be transported only in designated seating positions, and I will require the student(s) to use the vehicle manufacturer's crash protection system (lap/shoulder belts).

I declare that I have read the foregoing form and that the facts stated in it are true.

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Approval to Transport Student(s)**

APPROVAL IS GRANTED for the above-listed driver to transport student(s) in the private vehicle listed and for the event shown above.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attach photocopy of driver's license, insurance ID card and list of names of student(s) to be transported.