



# USE OF PRIVATE VEHICLE

## Support Staff

### Transporting Students for School Programming

*This form is to be completed by all support staff required to transport students as part of their assigned duties for school programming. Please complete each school year. Completed forms will be retained by the school.*

<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.		
_____ <b>School</b>		
_____ <b>Approved by School Administrator</b>		