



Private Vehicle Use  
Administrative Procedure 7.40B

<i>Reminder: Form needs to be submitted minimum of three (3) days prior to activity.</i>			
School:			
Teacher in Charge:			
Date of Activity:			
Activity:			
Destination:			
Reason for private vehicle use:			
Leave School:		Return to School	
Date Submitted:			
<p>It is the responsibility of the teacher in charge to ensure:</p> <ol style="list-style-type: none"> <li>1. that for <b>each driver, 7.40A: Driver Information</b> has been completed, is current, and is on file;</li> <li>2. that for <b>each driver, a Volunteer Check</b> (Child Abuse Registry Check and Criminal Record Check form) has been completed, is current and is on file (<b>1.A.170 Volunteers</b>);</li> <li>3. Each student's parent / guardian has completed <b>8.80 D: Off-Site Activity Consent</b> prior to travel.</li> </ol>			
<b>VEHICLE ONE</b>		<b>VEHICLE TWO</b>	
<i>Driver:</i>		<i>Driver:</i>	
<i>Vehicle type:</i>		<i>Vehicle type:</i>	
<i>Plate Number:</i>		<i>Plate Number:</i>	
<i>Passengers:</i>	1.	<i>Passengers:</i>	1.
	2.		2.
	3.		3.
	4.		4.
	5.		5.
	6.		6.
<b>VEHICLE THREE</b>		<b>VEHICLE FOUR</b>	
<i>Driver:</i>		<i>Driver:</i>	
<i>Vehicle type:</i>		<i>Vehicle type:</i>	
<i>Plate Number:</i>		<i>Plate Number:</i>	
<i>Passengers:</i>	1.	<i>Passengers:</i>	1.
	2.		2.
	3.		3.
	4.		4.
	5.		5.
	6.		6.
<b>Principal's Signature:</b>			
<b>Date:</b>			