



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:	

It is the responsibility of the teacher in charge to ensure:

1. that for **each driver, 7.40A: Driver Information** has been completed, is current, and is on file;
2. that for **each driver, a Volunteer Check** (Child Abuse Registry Check and Criminal Record Check form) has been completed, is current and is on file (**1.A.170 Volunteers**);
3. Each student's parent / guardian has completed **8.80 D: Off-Site Activity Consent** prior to travel.

VEHICLE ONE		VEHICLE TWO	
<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.

VEHICLE THREE		VEHICLE FOUR	
<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>