



# Beautiful Plains School Division

## Request for Private Vehicle Use (Out-of-School Activities Request)

1. Requests should be submitted as soon as possible, but not later than 5 working days in advance.
2. Please note policy on reverse governing private vehicle use.

**SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Submitted)

### ACTIVITY INFORMATION

**DESTINATION:** \_\_\_\_\_ **DATE OF ACTIVITY:** \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_ No. of STUDENTS: \_\_\_\_\_ GRADE: \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_ RETURN TIME: (approx.) \_\_\_\_\_

NAME(S) OF SUPERVISORS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ITINERARY:(IF MORE THAN ONE STOP) \_\_\_\_\_

Supervisors are required to file with the school, before leaving, a list of students participating in the event.

### TRANSPORTATION ARRANGEMENTS

DRIVER'S NAME OBTAINED ✓	VEHICLE DESCRIPTION	VEHICLE LICENSE NO.	DOCUMENTS
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

### ACTIVITY AUTHORIZATION (The above activity has been approved by)

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_