

PINE CREEK SCHOOL DIVISION  
REQUEST FOR PRIVATE VEHICLE USE  
(Out-of-School Activities Request)

- 1. Requests should be submitted to the Division office as soon as possible, but not later than five (5) days in advance of the travel date.
- 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(S): \_\_\_\_\_

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

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

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                                      TYPE OF VEHICLE                                      # STUDENTS TRANSPORTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTIVITY AUTHORIZATION  
(The above activity has been approved by)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date