



REQUEST FOR TRANSPORTATION BY PRIVATE VEHICLE

Please Print Legibly

PART 1: To Be Completed By Staff Member/Coach Arranging Trip

Staff member arranging trip: _____ Building: _____

Purpose of trip: _____

Date(s) of trip: _____ Departure time: _____ Return time: _____

I certify that all parents have provided written consent for the trip, and I have attached all signed consent slips to this form.

Staff Member Signature: _____ Date: _____

PART 2: To Be Completed By Driver of Vehicle

I certify the following information is complete and accurate:

Owner of vehicle: _____ Driver of vehicle: _____

Amount of liability insurance: _____

- I have attached a copy of my valid **Michigan driver license**, current **vehicle registration** and **proof of insurance** to this form.
- I have no more than 4 points on my driving record, and I have never been convicted of an alcohol related driving offense or felony. I will inform staff of any changes to my driving record.
- I consent to Niles Community Schools checking my driving and criminal record.
- The vehicle is in safe operating condition and includes a safety belt for every passenger.
- I am a parent, grandparent or guardian of a Niles Community Schools student and over the age of 21.
- I will be the only person operating the vehicle during this trip.
- I pledge to be free of alcohol or any other substance that may impair my ability to drive.
- I agree to follow all of the driver rules accompanying this application.

Signature of driver: _____ Date: _____

PART 3: To Be Completed By Building Administrator Approving Trip

I verify that all necessary forms are attached, including: parent permission slips for each student, copy of driver license, vehicle registration, proof of insurance and driving record printout for each driver.

Signature of bldg. administrator approving trip: _____ Date: _____

7/2017