

## AP 308-3 Student Travel by Private Vehicle (Outside School District but Within Region)

### INSTRUCTIONS TO SUPERVISOR AND COMPLETION CHECK-OFF FORM

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#### INFORMATION REGARDING PROPOSED TRIP:

DATE OF TRIP: \_\_\_\_\_

SUPERVISOR: (as named by principal) \_\_\_\_\_

DESTINATION: \_\_\_\_\_

*NOTE: Trips by private vehicle are not allowed outside of the region as defined in [AP 308 – Curricular and Extra-Curricular Activities](#)*

PURPOSE: \_\_\_\_\_

DRIVERS:	Documents	Vehicle	Seating
<u>Name</u>	<u>In Order`</u>	<u>Type</u>	<u>Capacity</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

#### STUDENTS:

1. Consent forms for every student \_\_\_\_\_
2. AP 308-15 Passenger Loading List of students traveling, including vehicle assignment and home contact telephone numbers:
  - (a) filed with principal \_\_\_\_\_
  - (b) provided for supervisor \_\_\_\_\_

3. Booster seats are for children over 18 kg (40 lbs) until they are 9 years old unless they have reached the height of 145cm (4'9") tall.

ADULTS OTHER THAN SUPERVISOR TRAVELING WITH GROUP:

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INSTRUCTIONS TO SUPERVISOR:

The supervisor is instructed to put all forms relative to this trip in the envelope provided, along with any supplementary forms and/or reports to the principal, and give to the principal for filing, prior to undertaking the trip.

All of the forms necessary for the supervisor are to be found in the envelope, as are copies of the Policy and Procedures relating to the transportation of students by private vehicle. If the supervisor is uncertain about any course of action required, the supervisor should check with the principal.