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	VEHICLE DESCRIPTION	VEHICLE LICENSE NO.	DOCUMENTS OBTAINED √
			☐
			☐
			☐

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

_____ _____
Principal's Signature Date

_____ _____
Superintendent's Signature Date

USE OF PRIVATELY OWNED VEHICLES FOR EXTRA CURRICULAR TRIPS

Privately owned vehicles may be used for transporting students on curricular and extracurricular trips. A school bus is preferred where more than three vehicles are required to transport all participants to the activity. If a private vehicle is used, the following conditions must be met:

1. In all cases except medical emergencies, the use of privately owned vehicles for trips must be approved in advance by Division Office in the same way as bus trips and all drivers and vehicles must be approved by the School Principal. (Private Vehicle Use Form must be completed in advance.)

2. The principal is to ensure that the driver holds a valid drivers license for the vehicle used and ensure the vehicle is properly registered. Photocopies of these documents are to be kept on file at the school. The driver is to be a teacher, parent or coach approved and considered to be a safe driver by the school.

3. All parents are to be advised by the supervising teacher that a private vehicle(s) is going to be used as a method of transportation.

4. It is encouraged that when more than one vehicle is used, the vehicles travel together.

5. Payment for the use of private vehicles will be at a rate established by the school but not to exceed the rate established by the Board for the use of private vehicles.

6. Schools should note that vans equipped to carry 10 passengers or more must be licensed for passenger use and the driver must hold a class 4 license or better.

Approved March 19, 1991
Reviewed October 18, 1994
Revised April 8, 1997
Revised October 21, 2003
Revised May 21, 2024