

Operational Services

Administrative Procedure – Transportation of Students to School Sponsored Events

A parent/guardian seeking transportation of their child to out of District school sponsored events may use this form to give permission for their child to ride with another parent to and from said events. All rides to out of district school sponsored events will be established by parents/guardians prior to leaving the school. If the trip requires students to leave prior to the end of the school day, drivers must sign students out in the office.

This form must be completed for each separate extra-curricular season’s activities. The District’s insurance company requires that it maintain a record of valid driver’s license and insurance information for all drivers who will be transporting any student to any school sponsored event. Drivers are responsible to ensure records for transporting students are updated and compliant with the District Office prior to any student transport.

If you are transporting a child, including your own, you must have on file the documents listed above.

Further, a driver must obtain permission from the Building Principal to transport any student(s).

To be completed and signed by the parent/guardian of the child seeking transportation to school sponsored events and returned to the Principal. Please print.

Student _____
School

/

Extracurricular Activity / Dates of Out-of-District Events (or attach schedule)

Parent/Guardian _____
Home Phone / Cell Phone

I give my permission for my child to ride with another parent / guardian to and from out of district, school sponsored events.

Parent/Guardian Signature _____
Date