



## PRIVATE VEHICLE TRIP REPORTING FORM

**SCHOOL:** \_\_\_\_\_  
(Please Print)

<b>District/school Staff Person Completing Form</b> (Please Print)	
<b>Activity or Trip</b>	
<b>Date of Departure</b>	
<b>Date of Return</b>	
<b>Car #1: Name of Volunteer Driver</b>	
<b>Car #1: Names of Students Travelling in Car</b>	
<b>Car #2: Name of Volunteer Driver</b>	

The personal information requested on this form is collected under the authority of the *Schools Act, 1997* and is used for purposes that are necessary for the administration and evaluation of educational programming and support services, and to ensure the safety and security of our students, staff and property. This information will be treated in accordance with the privacy protection provisions of the Access to Information and Protection of Privacy Act, and school district staff are required by law to protect the personal information provided on this form. If you require further information regarding the collection and use of this information, please contact the school principal or the Senior Administrative Officer (Corporate Services) at (709) 256-2547.

<b>Car #2: Names of Students Travelling in Car</b>	
<b>Car #3: Name of Volunteer Driver</b>	
<b>Car #3: Names of Students Travelling in Car</b>	
<b>Car #4: Name of Volunteer Driver</b>	
<b>Car #4: Names of Students Travelling in Car</b>	
<b>Car #5: Name of Volunteer Driver</b>	
<b>Car #5: Names of Students Travelling in Car</b>	

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*Signature*

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*Date*

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