



**SCHOOL** \_\_\_\_\_ **DATE** \_\_\_\_\_

1. Group leaving the school

\_\_\_\_\_

2. Teacher or volunteer, Coach, or Supervisor(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Departure Time \_\_\_\_\_ Return Date and Time \_\_\_\_\_

4. Company/Bus Garage (if applicable): \_\_\_\_\_

5. Destination \_\_\_\_\_

6. Overnight Accommodations will be at: \_\_\_\_\_

Phone: \_\_\_\_\_

7. Privately owned vehicles are registered on a "J" Form. Please check:

8. School-owned mini bus – driver has approved Class 4 License. Please check:

9. This form **must** be completed and filed at the school in the "Travel Log" file before the trip leaves the school. Each vehicle **must** be given a copy of the completed Travel Log prior to departure from the school. Please check:



Students will travel to and return in the following vehicle(s)

Privately-Owned Vehicle			
Driver:			
	Student Name	Parent/Guardian	Phone
1			
2			
3			
4			
5			
6			

Privately-Owned Vehicle			
Driver:			
	Student Name	Parent/Guardian	Phone
1			
2			
3			
4			
5			
6			

Privately-Owned Vehicle			
Driver:			
	Student Name	Parent/Guardian	Phone
1			
2			
3			
4			
5			
6			

Mini Bus (AVRCE Owned)			
Driver:			
	Student Name	Parent/Guardian	Phone
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			



School Bus							
Driver:							
Student Name		Parent/Guardian	Phone	Student Name		Parent/Guardian	Phone
1				25			
2				26			
3				27			
4				28			
5				29			
6				30			
7				31			
8				32			
9				33			
10				34			
11				35			
12				36			
13				37			
14				38			
15				39			
16				40			
17				41			
18				42			
19				43			
20				44			
21				45			
22				46			
23				47			
24				48			