

# Sandhills Community College

## Field Trip Transportation Authorization

Faculty or staff members who take groups from campus on trips are required to complete this form and return it to the Dean of Instruction's office (if group involves curriculum students) or the Dean of Continuing Education's office (if the group involves continuing education students) **at least three (3) working days prior to the scheduled trip. A license check is required for all drivers. In addition, a roster of all students participating in the trip should be attached to this form.**

Name of driver: \_\_\_\_\_ Date: \_\_\_\_\_

Driver's date of birth: \_\_\_\_\_ Driver's license number: \_\_\_\_\_

Name of course of which field trip is a part: \_\_\_\_\_

Purpose of trip [including detail on the purpose and objectives of the trip]:  
\_\_\_\_\_  
\_\_\_\_\_

Destination(s): \_\_\_\_\_

Date travel begins: \_\_\_\_\_ Date travel ends: \_\_\_\_\_

Departure time: \_\_\_\_\_ a.m. p.m. Return time: \_\_\_\_\_ a.m. p.m.

Type of transportation: Car Van Other School Private

I, \_\_\_\_\_, authorize Sandhills Community College  
(Driver's printed name)  
to complete a driver's license check on my license.

\_\_\_\_\_  
(Driver's Signature)

### Travel requested by:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Faculty / Staff Member / Student)

#### For Office Use Only

Result of driver's license check: approved denied

Comments: \_\_\_\_\_

\_\_\_\_\_  
(Dean of Instruction – for curriculum students)\*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Dean of Continuing Education – for continuing education students)\*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(VP of Administrative Services – after license check / insurance)\*\*

\_\_\_\_\_  
(Date)

\*Dean's approval pending Vice President of Administrative Services driver's license check.

\*\*After approval/denial, the original will be forwarded to the Maintenance Department with a copy to the originator.