

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 Vice President 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

(Department Chair/Supervisor)*

(Date)

(Dean of Instruction – for curriculum students)*

(Date)

(VP of Continuing Education – for continuing education students)*

(Date)

(Executive Vice President– after license check / insurance)**

(Date)

*Approval pending Executive Vice President's driver's license check.

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

Edited Aug 2017