

**Request to Use Private Vehicle to Transport Students  
West Carroll Special School District  
Specific Event**

I request permission to transport students to

\_\_\_\_\_ (location) on \_\_\_\_\_ (date).

I have attached a copy of my insurance and **a list of names of students to be transported.**

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

Insurance Expires on: \_\_\_\_\_

Insurance Approved and Permission Granted by:

\_\_\_\_\_  
Director of Schools

\_\_\_\_\_  
Date