



STUDENT TRAVEL AUTHORIZATION USE OF PRIVATELY OWNED VEHICLES ON FIELD TRIP/EXTRA-CURRICULAR ACTIVITIES

Date of Field Trip/Activity: _____

Class: _____ Instructor: _____

Field Trip/Activity: _____ Location: _____

I, _____ request permission to travel to/from the above

listed activity in other than college provided transportation. My travel plans are:

I acknowledge and agree to YCCD Board Policy 3-8032 and 4-8078, no student carpooling is allowed. I further certify while using a privately owned vehicle on a college-related extra-curricular activity, all accidents, whether my fault or not, will be my responsibility. At all times my insurance will be primary.

Student Signature

Date

Print Name

APPROVAL

Use of a privately owned vehicle to participate in college-related extra-curricular activity is approved:

Instructor

Date

Division Dean

Date

Note: MUST BE SUBMITTED TO DEAN'S OFFICE FOR APPROVAL 2-WEEKS PRIOR TO EVENT
Retention: 1-Year