

# Hamburg Area School District

## **VAN Authorization for Student Trip**

The Hamburg Area School District has authorized the following school trip.

The Advisor/Coach listed below is authorized by the district to transport students and chaperones for this trip.

Vehicle Assignment

Van #

### Trip Information

Group/ Team:	
Advisor/Coach:	
Date:	
Destination:	
Departure Time:	
Approximate Return Time	
Number of Vehicles:	1 or 2 Van(s)

### Advisor/Coach Information

Please fill in the following information:		
	Time	Mileage
School Lot		
Destination		
School Lot - Return		
Fuel Level	Start:	End:

### Please Review the Following Items:

Have a roster with you and be sure to submit a copy to the office prior to departure.

Check your vehicle for mechanical problems - tires, lights, and/or fluid leaks, etc.

Report mechanical problems to the Facilities Office (Ext. 1730).

Review where your exits are with your passengers.

Everyone must use their seatbelt.

To minimize the possibility of choking, discourage eating and drinking.

Follow the rules and regulations of the road.

**Please make sure vehicle is kept clean at all times. Trash must be disposed of properly.**

**Please keep the fuel level above a 1/2 of a tank. The fuel card is located on the clipboard in each van.**

**You may fuel at any of the *PACIFIC PRIDE* fueling stations. Follow the directions with the fuel card and fill when when necessary. The nearest *PACIFIC PRIDE* fueling station is near Redners , on Hawk Ridge Drive.**

*Enjoy your trip!*

---

Date

Advisor/Coach Signature