Amarillo College
Authorization for Student Travel in Personal Vehicles

The completed Authorization for Student Travel in Personal Vehicles form needs to be copied and sent/delivered to one of the following:

**Director of Student Activities** – travel that involves Travel Authorization Forms (student club travel, field trips, etc.)

**Department Head** – travel that is required for coursework (clinical, observations, etc.)

Name of Student Driver: ___________________________  AC ID Number: ___________________________
Address/Phone number: ________________________________
Emergency Contact (Name/Phone): ________________________________
Names of Student Passengers: ____________________________________________________________
____________________________________________________
____________________________________________________________________________________

The following items are required:

___  Valid Driver’s License (attach copy)
___  Personal Vehicle Insurance (attach copy)
___  License Plate Number ________________

Activity attending: ___________________________  Destination/location: ___________________________

Date/time of departure: _______________  Date/time of return: _________________

Any student who fails to adhere to the current Code of Student Conduct and college procedures while participating in on- or off-campus activities is subject to disciplinary action.

I understand that I am personally responsible for my own safety and well-being while driving or riding in a student vehicle, and that my personal insurance is responsible for any liability.

____________________   ___________________________
Signature  Date

____________________  ___________________________
Department Head /Advisor  Date