### STUDENT TRAVEL REQUEST AND ITINERARY

Person making request			Phone	
Team/Club				
Event				
Departure Date/Time				
VEHICLES BEING U	SED (Circle One)	COLLEGE	RENTAL	PERSONAI
			AIRPLANE	
INFORMATION IN C	CASE OF EMERGE	NCY		
Host school, club, or tea	am	I	Phone	
Destination (City & Sta	te)			
Lodging (Receipts must	t be returned)			
Phone	Address	S		
Nearest Hospital			Phone #	
Number of vehicles to b	oe used:	(	Passengers Listed of	on Page 3)
AIR TRAVEL:	flight #	Depart:	Arrival:	
Airline:	Return flight #	Depart:	Arrival:	
Vehicle 1 info				
Name of Driver	Driver license #			
Emergency Cell #	License plate #			
Vehicle registered owner	er*			
Owner or Rental agency	y phone #			
Vehicle 2 info				
Name of Driver	Driver license #			
Emergency Cell #		License pla	te #	
Vehicle registered owner	er*			
Owner or Rental agency	y phone #			
Vehicle 3 info				
Name of Driver		Dri	ver license #	
Emergency Cell #	License plate #			
Vehicle registered owne	er*			
	y phone #			

Date

Reviewed and Approved by:

#### Lewis & Clark College Student Transportation Rules

- (1) No Driving between the hours of 2 am and 5 am.
- (2) No Alcohol or drug consumption within 24 hours of driving. Use of alcohol or other intoxicating substances when driving for college business, approved activities, or sponsored events is prohibited.
- (3) Seat belts must be used by driver and passengers at all time
- (4) Carrying liquor, opened or unopened, in a vehicle used for college business, approved activities, or sponsored events is prohibited.
- (5) Drivers are not allowed to carry unauthorized passengers (hitchhikers, family members, friends, dogs, etc.)
- (6) Driver may not use a cell phone unless the vehicle is pulled over to a safe location and put into park.
- (7) If personal vehicle is driven, Vehicle Operator/Insured Acceptance Of Responsibility Form is on file and all information is current.

#### Please Read and Sign

I understand that if I am a passenger in a personal vehicle, not a Lewis & Clark College vehicle, or Rental vehicle, that the person who is the driver of the personal vehicle is responsible for the insurance and liability of the vehicle and the individuals in the vehicle. I knowingly understand that Lewis and Clark College is NOT liable for that vehicle or any damage done to the vehicle or myself. Please Sign Below.

Participant's Name (print)	Phone	Signature
Vehicle 1 1		
2		
3		
4		
5		
6		
7		

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<b>Vehicle 4</b> 23	
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## For Use of Personal Vehicle -Each Individual Driving a Personal Vehicle Must Fill Out

# Lewis & Clark College CLUB SPORTS

### Vehicle Operator/Insured Acceptance Of Responsibility Form

I,, am th	, am the operator/insured driver of a:		
Vehicle Make:			
Model:	Year:		
License Plate Number:	State:		
regarding travel identified by Lewis & Clar College and the Division of Student Activit driver or occupants and are not liable for pe to the vehicle incurred during club sports tra	e above, I understand and will adhere to the policies k College. I also acknowledge that Lewis and Clark ies does not provide insurance for the vehicle or its ersonal injury or property damage, including damage avel. As operator/insured driver of the vehicle, I o personal liability in the event of an accident. I also ng and the insurance is current		
of the Club for the	tarily undertake the use of the above vehicle for travel e 2000 academic year. Should any of the I agree to update the information by submitting a new		
use of my vehicle for Club Sport travel for	rk College from all liability in connection with the or on account of any injury to or illness of my person nicle, or for or on account of any loss or damage to wned by me or any passenger.		
Signed:	Date:		
Printed Name:			