



# West Carroll Special School District

Preston Caldwell, Director of Schools

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1415 Highway 77  
Atwood, Tennessee 38220

Post Office Box 279  
Trezevant, Tennessee 38258

Phone: 731-662-4200  
Fax: 731-662-4250  
wcspd.org

## Request to Use Private Vehicle to Transport Students

West Carroll Special School District

### General Request

I request permission to transport students as needed for field trips, ballgames, and in cases of emergency. The director of schools or his designee will be contacted orally or in writing with the names of the students being transported before the actual transportation occurs. I have attached a copy of my insurance.

\_\_\_\_\_  
Teacher's or Parent's Signature

\_\_\_\_\_  
Date

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

Insurance Approved and Permission Granted by:

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

\_\_\_\_\_  
Date