

APPENDIX 12B - TRIPS AND OFF-SITE TRAVEL FORM

Name of Parish _____

Group _____ Date of Travel _____

Destination _____ Contact Number _____

The purpose of this appendix is to clarify who is in which vehicle in case of an accident or delay in travel. Leave a copy behind at the parish office. After the event send the original to the Diocese office.

Section 1 – Assign drivers a vehicle number (1, 2, 3).

Section 2 – Assign leaders who are not drivers to a vehicle (1, 2, 3).

Section 3 – Assign participants to a vehicle (1, 2, 3).

Departure	
Date	
Time	
ETA	

Return	
Date	
Time	
ETA	

Vehicle #	Driver's Name	Vehicle	License Plate #

Vehicle #	Leader's Name	Emergency Contact #

