



# ATHLETIC TRANSPORTATION REQUEST FORM

In order for our student-athletes to appreciate the whole athletic experience, we encourage our student-athletes to ride the bus, or school provided transportation, to and from all away athletic events. Although this is ideal, we understand that parents sometimes prefer to request an alternative method in transporting their son/daughter home following the away event. While it is a general expectation that student-athletes ride to away events with the team, coaches will not require them to ride home with the team.

**If a parent/guardian plans to drive their own son/daughter home from an away event:**

- **This form does not need to be completed and submitted, however, please be adhere to the following:**
- Make face-to-face communication with the coach at the site to inform him/her that you are taking your child.
- Do not transport any other Glen Lake student unless the school has approved you to do so.
- Students shall never drive to or from any Glen Lake athletic away event. *CTC students: Those who drive themselves to CTC each day may drive from CTC to events that are held in Traverse City and then home afterward. However, CTC students shall not drive from CTC to any event outside of Traverse City. Students may drive to meet the team at a convenient location along the bus/SUV route to park and join the team for the remainder of the trip.*
- The Athletic Code of Conduct is in effect at all times.

**For a student-athlete to be approved to ride home with someone other than his/her parent/guardian:**

- **This form, along with the Volunteer Approval Background Check form, must be completed by BOTH parties and submitted at least 48 hours in advance of departure to the event as Glen Lake will do due diligence to protect all students/families by conducting a brief background check on the driver of the vehicle. The driver will not be approved to transport until cleared.**
  - Volunteer Background Check Form can be accessed [here](#) OR navigate to "Files & Links" at [glenlakeathletics.org](http://glenlakeathletics.org).
  - Make face-to-face communication with the coach at the site to inform him/her of the student-athletes you are taking.
- Do not transport any other Glen Lake student unless the school has approved you to do so.
- Students should never drive to or from any Glen lake athletic event.
- The Athletic Code of Conduct is in effect at all times.

If you have any questions, please contact the Athletic Office at 334-3061, Ext. 505.

I am requesting approval for my son/daughter \_\_\_\_\_ to ride home with \_\_\_\_\_ from the (sport =>) \_\_\_\_\_

game/meet on the following date(s)...specific dates must be written...please refrain from listing "all season":

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator Signature for Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: \_\_\_\_\_