



VEHICLE REQUEST FORM

Name of Person Requesting Transportation _____

Date(s) of Trip _____

Destination _____

Type and Purpose of Trip _____

Time Requested to have Vehicle(s)

Ready _____ AM/PM (Circle)

Departure Time _____ AM/PM (Circle)

Return Time _____ AM/PM (Circle)

Vehicle Requested:

15 Passenger Van _____

School Truck _____

Name of Driver (s) _____

INSTRUCTIONS FOR TRANSPORTATION REQUISITION:

1. Name of person requesting transportation is to submit the approved Vehicle Request Form to the Maintenance Director at least **five working days prior to the date of the trip** for proper scheduling.
2. Vehicle keys are on a first-come basis. If there is a conflict in scheduling the earlier reservation will be scheduled and you will be contacted regarding the conflict.
3. Vehicle keys are to be to be picked up by the Driver from the Maintenance Office before 3:00 P.M. The keys are to be returned to the Maintenance Office immediately upon returning to campus. If you return to campus after 3:00 P.M., please call the guard (355-9501) and give the van keys to the guard.
4. Vehicles must be returned with a full tank of gas.

Approval: _____ Approval: _____
Principal/Athletic Director/Date Maintenance/Date

Date Vehicle Keys Returned: _____

*If Vehicle is returned dirty or littered with trash, drink cans, food wrappers, etc., this form will be copied and returned to the Middle School or Upper School with that notation.

*Any damages to Vehicles (inside or out) must be reported upon return of the Vehicle.