

REQUEST TO USE SCHOOL VEHICLE

(Submit this request at least one (1) week in advance of the date the vehicle will be needed)

NAME _____ DATE _____

VEHICLE WANTED: CAR _____ VAN _____ MINI VAN _____

WHITE BUS _____ ANYTHING _____

NUMBER OF PEOPLE TRANSPORTING (including driver) _____

DATE WANTED _____ TIME _____

DATE RETURNING _____ TIME _____

PURPOSE OF TRIP _____

DESTINATION _____ EST. MILES _____

APPROVED BY PRINCIPAL _____

School vehicles will be picked up at and returned to the Unit Office garage. At the conclusion of the trip, keys will be returned to the Unit Office. There is a white mailbox near the front door of the Unit Office in which you may deposit keys. There is also a key drop box in the garage (between doors 1 and 2). Please fill out the log book that is in the vehicle. Check the vehicle for personal belongings and remove trash from the vehicle.

Remember: Your cooperation in this matter is expected and necessary so that the vehicles will be serviced and ready for others to use the following day.

DO NOT LEAVE KEYS "HIDDEN" IN THE VEHICLE!

Comments:

Revised (8/2007)