

DISTRICT BUS/VEHICLE USE REQUEST

Effective March 1, 2017

Please remember to complete the Vehicle Sign Out sheet that is located on the orange clipboard each time a district vehicle is used.

STAFF _____

DATE OF TRIP _____

DATE OF REQUEST _____

- Please make vehicle requests at least 2 weeks in advance whenever possible.

DESTINATION _____

EVENT DESCRIPTION _____

WILL ALCOHOL BE SERVED AT THIS EVENT? YES _____ NO _____

LEAVE _____ AM _____ PM

RETURN _____ AM _____ PM

BUS(ES) NEEDED _____ YES _____ NO HOW MANY? _____

VAN(S) NEEDED _____ YES _____ NO HOW MANY? _____

How many attending event? _____ (Large van maximum capacity 9 students + 1 driver)
(Small van maximum capacity 6 students + 1 driver)

SUB NEEDED _____ YES _____ NO HOURS _____

Principal's Signature

Date

OFFICE USE ONLY

VAN/BUS NUMBER _____

Distribution

Jennifer _____

Chip _____

Sub Found _____

Calendar _____

VAN/BUS DRIVER _____

Signature

Date