

Elkhart Independent School District

Camry / Fusion / Excursion / Expedition Request Form

Revised 10/2013

Today's Date: _____ Date Needed: _____

Requested by: _____

Name of Activity / Workshop: _____

DESTINATION:

Region 7 ESC in Kilgore: _____ Other Location: _____ (Specify Below)

City: _____ Facility: _____ Hotel: _____

Departure Time: _____ Return Time: _____

Number of: Students: _____ Staff: _____

Names of Staff Passengers: _____, _____, _____,
_____, _____, _____, _____,
_____, _____

Approved By: _____

TO BE COMPLETED BY DRIVER:

Beginning Odometer: _____ **Ending Odometer:** _____ **Total Miles:** _____

Condition of Vehicle upon pickup at barn:

Gas Tank Full: **Yes / No**

Cleanliness of Vehicle:

Exterior **Yes / No**

Interior **Yes / No**

Windows **Yes / No**

Driver's Signature: _____

Comments: _____

Rules for Camry/Fusion/Excursion/Expedition Use

1. The Camry/Fusion/Excursion/Expedition is to be checked out through and forms returned to the Superintendent's office.
2. No more than **nine** individuals may be transported in the Excursion/Expedition **including** the driver.
3. No more than **five** individuals may be transported in the Camry/Fusion **including** the driver.
4. If equipment is carried, it is to be reasonably clean before being placed in the vehicle.
5. The interior of the vehicle is to be cleared of personal belongings and clean upon returning from a trip.