

## Vehicle Request Blank

DATE OF TRIP: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PERSON IN CHARGE: \_\_\_\_\_

REQUEST DATE: \_\_\_\_\_

REASON FOR TRIP: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

VALID LICENSE # \_\_\_\_\_  
**A copy of DL and Release form must be current and c  
 with the bus barn. See Robb first.**

DESTINATION: \_\_\_\_\_

(Please X)		car
		truck
		15 passenger micro bus
		station wagon
		bus
		van

# OF PASSENGERS: \_\_\_\_\_

MEALS REQUESTED: \_\_\_\_\_

MILEAGE ROUND TRIP: \_\_\_\_\_

PICK-UP VEHICLE/ DISMISS  
 TIME \_\_\_\_\_

DEPARTURE TIME \_\_\_\_\_

EXPECTED RETURN TIME \_\_\_\_\_

\*\*\*\*\*

APPROVED: YES/NO

BY: \_\_\_\_\_

\*\*\*\*\*

**\*\*\*\*\*TRANSPORTATION USE ONLY\*\*\*\*\***

Vehicle Assigned: \_\_\_\_\_

Driver Assigned: \_\_\_\_\_

Mileage Start	Mileage End

Total:

Standby Hours:	Driving Hours:

# Students	# Adults

Vehicle Condition: (Please X)

	Before Trip:
GOOD	
FAIR	
POOR	

After Trip:

BY: \_\_\_\_\_  
 \_\_\_\_\_  
 (Driver)

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_