

RED BUD SCHOOL DISTRICT #132

REQUEST FOR USE OF VEHICLE

NAME: _____ DATE REQUEST MADE: _____

DATE(S) NEEDED: _____ LEAVING: _____
TIMES RETURNING: _____

DESTINATION: _____

PURPOSE OF TRIP: _____

VEHICLE: RED VAN - 1 DRIVER, 7 PASSENGERS SILVER CAR - 1 DRIVER, 4 PASSENGERS
WHITE VAN - 1 DRIVER, 7 PASSENGERS ACTIVITY BUS - 1 DRIVER, 14 PASSENGERS

NAME OF DRIVER: _____

PASSENGER NAMES: _____

REQUESTER'S SIGNATURE: _____

PRINCIPAL'S APPROVAL: _____

PLEASE NOTE:

Please inform the Superintendent's Office if your plans change and you no longer need the vehicle. If you requested usage for a day when school is not in session (weekends or holidays) you will need to make arrangements with Gerry, ext 132, for access to the vehicle.

Please record the mileage of the vehicle you are using on the log book kept in the vehicle.

Preference will be given to van uses involving students, so it is possible that alternate plans may be made after your use is approved. You will be informed if this type of situation occurs.

All overnight vehicle uses must be approved by your building principal prior to use.