

**TRANSPORTING  
OUR FUTURE**

**REQUEST FOR USE OF DISTRICT VEHICLE**

Send all requests to: Larry Eccleston, District Bus Garage.

This form should be submitted at **LEAST TWO WEEKS PRIOR** to date of vehicle request.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

School/Building: \_\_\_\_\_

Dates for Vehicle Use: Pick up date: \_\_\_\_\_ Time: \_\_\_\_\_

Return date: \_\_\_\_\_ Time: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Sponsor of Trip: \_\_\_\_\_

Names of People: Staff: \_\_\_\_\_ Students: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trip Approved by: \_\_\_\_\_

Principal/Supervisor Signature

**NOTE: In case a district vehicle is unavailable, you may apply to your supervisor for reimbursement of mileage. To receive reimbursement, this form must be given to Accounts Payable.**

**For Bus Garage Use Only:**

Date Request Received: \_\_\_\_\_

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

**District Vehicle is Unavailable**

\_\_\_\_\_  
Larry Eccleston, Director of Transportation

**Gas Card Information:**

Sunoco # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date copied for AP \_\_\_\_\_

Mobil/Exxon # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date copied for AP \_\_\_\_\_