

SIERRA VISTA UNIFIED SCHOOL DISTRICT NO. 68

Sierra Vista, Arizona

REQUEST FOR USE OF DISTRICT VEHICLES

VEHICLE PICK UP DATE AND TIME: _____

REQUEST DATE: _____

VEHICLE RETURN DATE AND TIME: _____

TRIP DATE: _____

PART A - REQUEST (Requestor to complete PART A, B, C)

Driver _____

Organization (school, group or club) _____

Destination (address and city) _____

Purpose of Trip _____

PART B – TYPE OF VEHICLE

☐ SUV

☐ White Activity Bus

☐ Van

☐ Yellow Bus

Number of Passengers _____ Adults _____ Students (NA for Staff White Fleet)

Additional Equipment to be carried (description, size, weight) _____

PART C – PAYMENT

FUND: _____ UNIT _____ COURSE _____

SIGNATURE OF REQUESTOR: _____ DATE: _____

SIGNATURE OF PRINCIPAL/GRANT ADMINISTRATOR: _____ DATE: _____

PART D – TRANSPORTATION USE ONLY

Vehicle Assigned _____

Beginning Miles _____ Ending Miles _____

MILES: _____ @ _____ = _____

Signature of Transportation Supervisor/Other _____

Date _____

☐ In Calendar

☐ In Google

☐ In Excel

☐ In JE